

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 27 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.
- ERRATUM:** The position of Chief Professional Surveyor with Ref No: 3/2/1/2023/181, Agricultural Management with Ref No: 3/2/1/2023/173 and Chief Deeds Registration Clerk with Ref No: 3/2/1/2023/194 that was

advertised in Public Service Vacancy Circular 08 dated 03 March 2023 has reference: The position of Chief Professional Surveyor with Ref No: 3/2/1/2023/181 is for the Directorate: Geo-spatial Information and Professional Support: Western Cape (Mowbray), The correct Job Title for Agricultural Management Ref No: 3/2/1/2023/173 will be Agricultural Management Advisor Ref No: 3/2/1/2023/173 and the position of Chief Deeds Registration Clerk in the Office of the Registrar of Deeds Free State with Ref No: 3/2/1/2023/194 address has been amended to Private Bag X20613 Bloemfontein 9301 or Hand deliver during office hours to the Office of the Registrar of Deeds: New Government Building, conner Aliwal and Nelson Mandela Drive Bloemfontein 9301. The Department apologies for any inconvenience caused.

**MAGAGEMENT ECHELON**

- POST 09/01** : **DIRECTOR: OPERATIONAL MANAGEMENT REF NO: 3/2/1/2023/200**  
 Directorate: Operational Management
- 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** : Eastern Cape (East London)  
 : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree in Agriculture / Law / Economics / Social Sciences or Development Studies. Minimum of 5 years' experience in middle / senior managerial level. Job related knowledge: Thorough knowledge and understanding and / or experience in land reform or rural development. Knowledge of Budgeting process. Basic knowledge of financial and administration systems. Knowledge and implementation of Public Finance Management Act and Division of Revenue Act. Budgeting. Expenditure reporting. Monitoring and evaluation. Strategic planning. Human Resource Management. Financial Management. Supply Chain Management. Job related skills: Planning and organising skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Negotiating skills. Problem solving and decision-making skills and Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Manage investigated and facilitated requests for restitution of land rights. Provide strategic leadership, overall management, and administrations of claims. Lead, direct and averse the quality of service delivery regarding the settlement of claims. Manage the implementation of restitution of land rights and facilitate the settlement of claims. Provide legal support services. Policy advocacy and implementation. Monitoring and evaluation of departmental policies. Implementation and reviewal of restitution legislation and policy. Provide support to the legal unit and implementation of legislation. Manage the undertaken projects management for settled claims. Develop the strategic and general plans for the Commission and ensuring that the strategic plans of the Commissions implemented, monitored and evaluated. Develop and manage the standardization of operations services. Support operational team during the packaging of settlement agreements by facilitating negotiations with private investors and claimants. Manage the work plans and performance of operational staff. Mange negotiations, communications, and liaison with stakeholders. Enhance intergovernmental relations. Ensure correct and adequate representations of the RLCC at various levels and forums.
- ENQUIRIES APPLICATIONS** : Mr Z Memela Tel No: (043) 700 6000  
 : 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
- POST 09/02** : **DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES REF NO: 3/2/1/2023/20**  
 Directorate: Financial and Supply Chain Management Services
- 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 a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Cost and Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics / Supply Chain Management) (NQF Level 7). Minimum of 5 years' experience in middle / senior managerial level in the relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles. Treasury Regulations. Generally Reviewed Accounting Principles. Job related skills: Computer literacy. Communication skills (verbal and written). Management skills. Project management skills. Analytical skills. A valid drivers' licence.
- DUTIES** : Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regards to finance on an on-going basis. Develop policies, systems, procedures, and processes for effective implementation of financial accounting and reporting services. Oversee financial support services. Manage financial accounting of the Department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversees supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
- ENQUIRIES 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 09/03** : **REGISTRAR: PLANT IMPROVEMENT ACT REF NO: 3/2/1/2023/204**  
 Directorate: Plant Production
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Biological, Botanical / Plant Sciences or Agricultural (Horticulture or Agronomy) Sciences with majors in Plant Science or Crop Sciences / Plant Production / Plant Diversity / Plant Biosystematics / Agronomy / Horticulture / Plant Genetics / Plant Biotechnology / Plant Breeding. Minimum of 3 years' experience in junior management level within the field of seed technology and quality assessments, plant diversity studies, plant variety development and assessment, agronomy, horticulture, plant biotechnology or administration of legislation related to Agriculture. Job related knowledge: In-depth knowledge of plant systematics (plant morphology, plant taxonomy and plant nomenclature principles). Understanding of legislation regulating registration of plant varieties, including related legislation such as the Plant Breeder's Right Act, 1976 and the Genetically Modified Organism's Act 1997. Understanding of the rules of the International Seed Testing Association. Knowledge of the Fertilizers, Farm Feeds, Stock Remedies and Agricultural Remedies Act, 1947 (Act No. 36 of 1947). Regional developments on harmonization of seed laws. An understanding of phytosanitary measures and procedures. Job related skills: Analytical and innovative thinking skills. Strong coordination skills. Information management skills. Communications skills (verbal and written). Presentation skills. Administration, organising and problem-solving skills. Interpretation of legislation. Computer literacy. A valid driver's licence. Willingness to work extended hours and to travel National, Regional and Internationally.
- DUTIES** : Manage the processes in relation to registration of premises. Review all applications for registration of premises submitted to ensure it comply with the requirements in terms of the Plant Improvement Act. Facilitate inspections of

premises as appropriate. Issue certificate or renewal certificate of registration as appropriate. Terminate registration of premises as appropriate. Manage the variety listing and authorizations in terms of the Plant Improvement Act. Review all applications for variety listing to ensure it comply with the requirements of the Plant Improvement Act. Liaise with Plant Evaluation Centres on all aspects regarding the plant of trials and evaluation of new plant varieties for variety listing in terms of the Plant Improvement Act. Review all Distinctness, Uniformity and Stability (DUS) reports received from the Evaluation Centres. Include the approved new plant varieties in the Official Variety list maintained by the Registrar. Issue import authorizations for varieties not listed in the Official Variety List in line with the prescripts of the Plant Improvement Act. Management of post control and trade control tests. Management / co-ordination of VCU tests as applicable. Co-ordination of relevant functions pertaining to the Southern African Development Community (SADC) Harmonised Seed Regulatory System. Correspond with applicants on all matters pertaining to their applications. Facilitate the establishment and monitoring of certification schemes in terms of the Plant Improvement Act. Guide the establishment of certification schemes. Determine compliance standards for certification schemes. Monitor the performance and compliance of existing certification schemes through inspections as appropriate in line with the prescripts of the Plant Improvement. Effect legislative amendments and development / review policies, norms and standards, guidelines and procedural manuals relevant to the Plant Improvement Act. Draft policies, guidelines documents, Standard Operating Procedures, Regulations, etc and facilitate publication thereof as applicable. Facilitate submission and approval of documents to relevant structures within the Department / Government as applicable. Facilitate public participation process where applicable. Liaise with Legal Services on Legal matters pertaining to the implementation of the Plant Improvement Act. Liaison with stakeholders related to the administration of the Plant Improvement Act and related regional and international bodies. Represent the Department / Country in relevant national or international meetings, workshops, symposia and conferences. Coordinate inputs to inform departmental / country position on relevant matters and submit such to relevant national / regional / international bodies. Liaise with regional/international authorities on matters pertaining to the plant improvement standards for seed certification, etc. Respond to client queries. Manage the resources of the sub-directorate. Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

**ENQUIRIES  
APPLICATIONS**

: DR JB Jaftha Tel No: (012) 319 6536  
 : 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 and Indian Females and Persons with disabilities are encouraged to apply.

**POST 09/04**

: **REGISTRAR: PLANT BREEDERS RIGHT ACT REF NO: 3/2/1/2023/205**  
 Directorate: Genetic Resources

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Gauteng (Roodeplaat)  
 : Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Biological / Botanical / Plant Sciences / Agricultural Sciences (Plant Production / Crop Production / Horticulture / Agronomy). Minimum of 3 years' experience in junior management level within the field of agriculture or botany, horticulture or plant systematics (taxonomy) or plant breeding or administration of legislation related to Agriculture. Job related knowledge: In-depth knowledge of botany (plant morphology, plant taxonomy and plant nomenclature principles). Understanding of plant breeding and legislation regulating registration of plant varieties, including the Plant Breeder's Rights Act and related legislation such as the Plant Improvement Act. Understanding of the International Union for the Protection of New Varieties of Plants (UPOV) convention. Job related skills: Analytical and

innovative thinking skills. Strong coordination skills. Information management skills. Communications skills. Presentation skills. Administration, organising and problem-solving skills. Interpretation of legislation. Computer literacy. A valid driver's licence. Willingness to work extended hours and to travel national, regional and internationally.

**DUTIES**

: Manage the administration of the Plant Breeder's Rights Act. Review all applications submitted to ensure they comply with the requirements in terms of the Plant Breeder's Right Act. Facilitate timely registration of applications by taking the necessary actions to prevent time delays. Liaise with Plant Evaluation Centres on all aspects regarding the planting of trials and evaluation of new plant varieties in terms of the Plant Breeder's Right Act. Review all Distinctness, Uniformity and Stability (DUS) reports received from the Evaluation Centres and verify relevant documentation submitted in connection with the application concerned. Approve new plant varieties and issue Plant Breeders Right Certificates thereof. Correspond with applicants on all matters pertaining to their applications. Liaise with Plant Breeder's Right Offices in other countries pertaining to the access to existing DUS results for granting plant breeders' rights where applicable. Sign off all correspondence pertaining to the Plant Breeder's Rights Act. Manage all objections and appeals logged in terms of the Plant Breeds' Rights Act. Facilitate knowledge and information management related to Plant Breeder's Rights. Maintain the Plant Breeders' Rights register. Manage access to information pertaining to Plant Breeders Rights applications, including access to Registers and compiling information requested in terms of Promotion of Access to Information Act (PAIA). Compile and / or edit applications relevant to Plant Breeders Rights Act. Ensure that all publications are published in correct format in relevant medium. Issue variety descriptions to external stakeholders upon request. Ensure public understanding of the national Plant Breeder's Rights system. Draft responses to stakeholder enquires, including Parliamentary questions, Non-governmental organizations (NGOs) and other government departments. Effect legislative amendments and develop / review policies, guidelines and procedural manuals relevant to the Plant Breeder's Right Act. Draft policies, guideline documents, Standard Operating Procedures, Regulations, etc. and facilitate publication thereof as applicable. Facilitate submission and approval of documents to relevant structures within the Department/Government as applicable. Facilitate public participation processes where applicable. Liaise with Legal Services on Legal matters pertaining to the implementation of the Plant Breeder's Act. Liaison with international and regional bodies, e.g. UPOV, Southern African Development Community and provide inputs into relevant documents where applicable. Represent the Department / country in relevant national or international meetings, workshops, symposia and conferences. Coordinate inputs to inform Department / Country position on relevant matters and submit such to relevant national / regional / international bodies. Liaise with regional / international authorities on matters pertaining to the plant breeder's rights system. Manage the resources of the sub directorate. Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

**ENQUIRIES  
APPLICATIONS**

: Dr JB Jaftha Tel No: (012) 319 6536  
: 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**

: This is a re-advertisement, applicants who applied previously are encouraged to re-apply. African, Coloured and Indian males and Coloured and Indian females and Persons with disabilities are encouraged to apply

**POST 09/05**

: **DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2023/207**  
Directorate: Quality Assurance and Administration

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Northern Cape (Kimberley)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management or Financial Accounting. Minimum of 3

years' experience in junior management level in finance environment. Job related knowledge: Financial policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and Logistical information System (LOGIS). Public Financial Management Act (PFMA). Treasury Regulations. Budgets and reporting procedures. Job related skills: Supervisory skills. Communication skills (verbal and written). Computer literacy. A valid driver's licence.

**DUTIES** : Manage financial accounting functions for the Chief Directorate. Submissions of monthly and annual financial statements inputs. Management of Audits (External and Internal). Management of Suspense Account. Manage the reconciliation of financial compensation payments. Financial reporting i.e interest receivables and land purchase advance payments. Manage the Chief Directorate budget. Manage, coordinate and preparation of inputs for Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates of National Expenditure (AENE). Ensure that all Standard Chart of Accountants (SCOA) items are allocated with funds as per approved Demand Management Plan (DMP). Authorization of household payment instructions. Coordinate financial analysis including preparation and submission of reports. i.e Submission of in year monitoring (IYM) Reports and Management Reports. Promotes adherence to government policy and overall financial function. Provide project financial support. Manages the financial performance of the project (e.g. monitoring expenditure, variation orders, contractual obligations and accounts payables according to PFMA and Treasury Regulations. Project expenditure summary reports. Manages the risk identified and incorporate specific activities to overcome or reduce the risks. Provide supply chain client relations management. Coordination and consolidation of Demand Management Plans and procurement plan inputs as per issued instructions. Manage the processing of purchase requisition file upon receipt to Supply Chain Management in accordance with the relevant prescripts. Manage the activities on assets, stationery and facility management in line with the relevant prescripts.

**ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4056  
**APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered office hours to: Magistrate Court Building, 6<sup>th</sup> floor, Knight Street, Corner of Stead Street, Kimberley, 8300

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

**POST 09/06** : **DEPUTY DIRECTOR: TRANSPORT AND FLEET REF NO: 3/2/1/2023/198**  
 Directorate: Logistics and Asset Management

**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 Logistics Management / Transport Management / Public Administration / Business Administration / Finance. Minimum of 3 years' experience in junior management level in the Transport and Fleet environment. Job related knowledge: Basic Accounting System (BAS). Treasury or Financial Regulations. Public Finance Management Act. Government Transport Policies. Public Service Regulations. Job related skills: Communication skills (verbal and written). Computer literacy. Presentation skills. Management skills. Interpersonal skills. A valid driver's licence. Ability to work within a team.

**DUTIES** : Manage transport and fleet management for government owned vehicles effectively and efficiently. Manage transport and fleet operations. Analyse and Monitor fleet utilization. Monitor fleet allocation to meet operational requirements. Develop and monitor systems, procedures and processes. Oversee the implementation of new or improved transport and fleet processes to improve efficiency or performance. Manage payments to transport and fleet service providers. Manage the receipt, verification and processing of transport and fleet invoices. Ensure correct allocation of payments against correct cost centres. Manage compilation of sundry payments. Manage Journalizing of transactions. Monitor document control for submission. Manage subsidized motor transport scheme effectively and efficiently. Manage subsidized motor scheme operations. Manage the new application and response process. Analyse and monitor utilization and compliance of subsidized motor transport participants. Manage normal withdrawals, premature withdrawals and special

		requests. Oversee the implementation of new or improved subsidized motor transport scheme processes to improve efficiency or performance. Provide support to all client offices. Attend to queries and advice to client offices.
<b><u>ENQUIRIES</u></b>	:	Ms FN Masanabo Tel No: (012) 312 8469
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 09/07</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: 3/2/1/2023/217</u></b> Directorate: International Trade Promotions
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Agriculture / Economics / International Relations. Minimum of 3 years' experience in junior management level in International Relations. Job related knowledge: Knowledge of principles that are guiding South Africa foreign policy and Foreign Service Dispensation. Agricultural Production Standards Act. Liquor Productions Act. Policy development. Knowledge of Food Safety systems, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Job related skills: Planning and organising skills. Analytical skills. Documents 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 license. Willingness to travel and / or work irregular hours. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Facilitate and coordinate the implementation of South-South and Triangular Programmes. Coordinate and facilitate the planning of provincial stakeholder workshop. Raise and maintain awareness of South-South Programmes and bilateral engagements outcomes / opportunities. Coordinate and facilitate the appointment and work program of national and provincial teams. Coordinate stakeholder briefing and interrogation of analytical studies. Draft briefings notes, reports and submissions for Departmental Executives Committee (DEXCO), Ministry, Brazil, Russia, India, China, South Africa (BRICS), India, Brazil, South Africa (IBSA) Forum on China-Africa Cooperation (FOCAC) and Tokyo International Conference on Africa Development (TICAD) structures. Negotiate the drafts and review bilateral and multilateral agreements. Initiate, draft proposal and participate in negotiations of agreements with strategic partner countries and fellow member states. Consult with the industry and provincial departments on the substances of the departmental international agreements. Review and update existing agreements with strategic countries and fellow member states. Manage the Implementation and evaluation of agreements. Follow-up on the implementation of agreements. Evaluate the impact of South Africa's finalised agreements with multilateral organisations and or bilateral countries. Compile a report on the status of implementation of agreements from the implementing Directorates, Departments and other relevant institutions. Coordinate departmental participation in scheduled multilateral and bilateral agreements. Gather information and conduct research to evaluate the impact of South Africa's membership of multilateral. Liaise with external foreign stakeholders and advice international relations engagements targets. Coordinate activities of bilateral engagements for prioritized South-South and ensure the outcomes implemented. Ensure DALRRD participate in strategic bilateral engagements such as Bi-National Commissions (BNC's), Intergovernmental committee on Trade and Economic Cooperation (ITEC), Joint Commission for Cooperation (JCC's), Senior Official Meeting (SOM's) Dialogue Forum, Annual Bilateral Forum (ABF's) and Summits for China, Thailand, Japan, Taiwan, India, Iran, Brazil, Russia, India, China, South Africa (BRICS), India, Brazil, South Africa (IBSA) and Official Development Assistance (ODA). Provide oversight in the conclusion of agreements and

participate in the implementation of those agreements for prioritized countries for both North South and South-South cooperation. Engagements with Asia, Middle East and Brazil, Russia, India, China, South Africa (BRICS), India, Brazil, South Africa (IBSA) and Official Development Assistance (ODA). Ensure proper coordination and monitoring of the implementation of signed bilateral agreements and action plans.

**ENQUIRIES** : Mr T Molepo Tel No: (012) 319 7369  
**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 09/08** : **DEPUTY DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2023/219**  
Directorate: Grootfontein Agricultural Development Institute  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

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

**CENTRE** : Eastern Cape (Middelburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Management. Minimum of 3 years' experience in junior management level in an administration environment. Job related knowledge: Knowledge of Supply Chain Management processes, Knowledge of government systems and structure, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPPFA). Knowledge on 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. Resource planning skills. Problem solving and decision-making skills and Time management skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

**DUTIES** : Manage the delivery of support services to achieve planned outcomes of the institute. Manage the administrative support services of the institute, inclusive of registry, human resources, fleet management, skills development, occupational health and safety. Coordinate the information management services of the institute inclusive of Information and Communications Technology (ICT) and library. Coordinate financial services of the institute with units responsible for financial administration, supply chain management and asset management. Manage and coordinate the provisioning of farm and facility management services. Manage and coordinate student accommodation services of the institute, inclusive of housing, catering and cleaning services. Apply legislation, departmental policies and procedures and develop internal standard operational procedures. Interpret legislation, prescripts and policies and coordinate implementation at institutional level. Issue education and awareness directives for implementation and monitor measures of compliance. Perform risk assessments. Identify gaps and develop internal standard operational procedures to mitigate risks. Supervise unit managers (Administration, Farm Services and Information Management Services) as first level supervisor to achieve planned outcomes. Oversee and provide leadership to the unit managers of Information Management Services, Administration and Farm Support Services. Establish standards of performance and by review determine that performance meets the standards. Develop and provide goal directed education and training to all personnel. Implement corrective measures including disciplinary measures. Manage financial and moveable assets of support service units. Manage budget and procurement planning for support units of the institute aligned with departmental prescripts. Perform cash-flow projections and ensure efficient expenditure control. Implement asset and inventory management procedures aligned with departmental prescripts.

**ENQUIRIES** : Mr. T Herselman Tel No: (049) 802 6605



- 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 and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 09/09** : **STATE VETERINARIAN REF NO: 3/2/1/2023/220**  
Directorate: Grootfontein Agricultural Development Institute  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BVSc Degree recognised by the South African Veterinary Council. Registration with the South African Veterinary Council. Minimum of 3 years post qualification experience. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act and Treasury Regulations, Public Service Act, Labour Relations Act etc. Knowledge of Government policies and priorities in terms of Agriculture Land Reform and Rural Development. Understanding of relevant regional conventions and protocols. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Computer and Financial management skills. Statistical and Research skills. Ability to work extended hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's licence. Willingness to travel.
- DUTIES** : Render veterinary services to ensure the health and welfare of the institution's livestock herds which would inter alia, include: Develop and approve animal health programs to follow in the different flocks and herds. Perform surgical procedures on livestock as required for research projects. Perform routine reproductive procedures such as laparoscopic insemination and embryo transfers as required by the institute's livestock projects. Diagnose and treat sick animals. Perform post-mortems on animals that die and issue death certificates. Monitor compliance with regard to all animal health related matters. Perform inspections on animals and carcasses of animals slaughtered in the institution's abattoir. Serve on the Animal Welfare Committee of the institution and liaise with animal welfare organisations. Provide formal accredited training to college diploma students including: Determination of the training needs of clients and stakeholders. Identification of gaps in the curriculum and reviewing and developing appropriate interventions. Oversee the development and implementation of the academic curriculum in Animal Health. Peer reviewing of study material. Preparation of practical and theoretical lecturing material and study aids. Presentation of lectures and tutorials. Compilation of question papers and memorandums for assessments. Invigilation during exams and test. Support students through an advisory and consultative role. Provide training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line and support functionaries with regard to veterinary related issues. Perform applied research and administrative functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administration. Keep abreast of national and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Service. Conduct applied research.

- ENQUIRIES APPLICATIONS** : Mr. T Herselman Tel No: (049) 802 6605  
 : 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 and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 09/10** : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2023/216**  
 Directorate: Spatial Planning and Land Use Management Services
- SALARY** : R646 854 – R982 326 per annum, (The salary will be determined in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : KwaZulu Natal (Pietermaritzburg)  
 : Applicants must be in possession of a Grade 12 Certificate and Bachelors' Degree in Town / Urban and Regional Planning. Minimum of 3 years post qualification Town and Regional Planning experience required. Compulsory Registration with South African Council for Planners (SACPLAN) as Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning processes and procedures. Research and development. Computer-aided applications. Town and regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical skills. Creativity. Self-management. Communication skills (verbal and written). Language proficiency. Computer literacy. Change Management. Negotiation skills. Knowledge management. A valid driver's license.
- DUTIES** : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Projects Managers. Plan and design to ensure sustainable human settlement. Compile Spatial Development Frameworks (SDF) (as part of the Integrated Development Plan processes). Compile guidelines and evaluated Land Use Management Schemes (LUMS). Provide Spatial planning and land use management services in liaison with National Offices. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for Spatial Planning and Land Use Management at a provincial level. Provide development planning support to departmental programme and Rural Development at the provincial level. Render planning support and advice to the departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research literature/studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning-related matters.
- ENQUIRIES APPLICATIONS** : Mr. R.J. Hoole Tel No: (033) 264 1400  
 : 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, Indian Males and Coloured, Indian, white Females and Persons with disabilities are encouraged to apply.
- POST 09/11** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2023/218**  
 Directorate: Legal Support
- SALARY** : R495 354 – R1 192 677 per annum, (Salary will be in accordance with the OSD requirements)

- CENTRE REQUIREMENTS** :
- Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and LLB Degree or as otherwise determined by the Minister of Justice and Correctional Services. Minimum of 8 years appropriate post qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in research and / or drafting of legal opinions. Job related knowledge: Knowledge of South African Law. Knowledge of legislation administered by the Department. Knowledge of Departmental Policies and Procedures. Job related skills: Ability to interpret Acts and Regulations. Ability to research the law. Ability to apply the law to a set of facts. Excellent drafting and writing skills. Communication skills (verbal and written). Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills. Management skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** :
- 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 documents such as affidavits, delegations and correspondence of a legal nature as well as reports. Receive instructions and draft or vet the required other legal document. 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 opinions 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 assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the 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 time-frames. Keep a register of all requests received and the outcomes thereof. Manage staff and perform other middle management tasks. Compile and sign performance agreements with staff. Review performance of all staff according to regulations and policies. 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. Provide inputs into the annual operational plan for the Directorate. Provide information for the Directorate's monthly, quarterly and annual reports on performance against the operational plan. Perform other middle management tasks as may be delegated by the Director.
- ENQUIRIES APPLICATIONS** :
- Mr A Mokoena Tel No: (012) 312 8404
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** :
- African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 09/12** :
- LAND USE ADVISOR REF NO: 3/2/1/2023/203**  
Directorate: Land and Soil Management
- SALARY CENTRE REQUIREMENTS** :
- R491 403 per annum (Level 10)
- Gauteng (Pretoria)
- Applicants must be in possession of Grade 12 Certificate and BSc in Agriculture. 3 years' relevant technical experience. Job related knowledge: Public Service Regulations. Planning and organising. Human resource matters. Understanding legislation and guiding the work of the Directorate sub-

programme. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Management and organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Listening skills, Computer literacy skills, Report writing skills. A valid driver's licence and the ability to drive and willing to work extended hours and travelling.

**DUTIES**

: Develop, review and implement policy and the legislative framework. Promote sustainable management of agricultural land use. Develop norms and standards. Formulation of norms and standards guidelines. Ensure that regulations related to the demarcation and use of agricultural land is published in the gazette. Conduct site assessment (analyses and interpretation of scientific data). Assess applications against the applicable norms and standards. Provide recommendations on applications to the delegated authority. Validate the status quo of the agricultural land (Land capability and grazing capacity, existing approvals): Determine the soil profile and rangeland suitability and activities in the surrounding area and water availability. Handle the application and participate in tribunal. Coordinate scientific oversight of the sub-division of the agricultural land. Advise on Environmental Impact Assessment application and scoping. Provide advice on the administration of Subdivision of Agricultural Land Act (SALA) and process applications for agricultural land use. Analyse and interpret the application. Advise on Environmental Impact Assessment application and scoping. Provide departmental position during the tribunal hearings in terms of other legislation. Present recommendation to the committee. Provide advice and recommendations to the Directorate: Legal Services on land use matters. Consult and provide scientific and technical advice to appointed Councils State Attorneys. Provide departmental position during the tribunal hearings in terms of other legislation. Comment on matters relating to other legislation. Monitor and evaluate the implementation of land use legislation. Liaise with relevant stakeholder. Develop, implement, evaluate and adapt Standard Operating Procedures, Service Level Agreements (SLA's) and Memorandums of Understanding (MoU's) with internal and external role players. Ensure that Spatial Development Frameworks (SDF's), Integrated Development Plans (IDP's), Land Use Management Schemes (LUMS), Environmental Impact Assessments (EIA's), Environmental Management Plans (EMP's) and other legislative and administrative frameworks are aligned with policy principles and the objects of the Act. Monitor internal and external compliance with aforementioned and recommend measures to improve service delivery. Address disagreements, complaints and enquiries from other organs of state as well as other affected parties. Represent the Department during the tribunal hearings in terms of other legislation. Conduct SALA awareness. Comment on matters relating to other legislation. Collaborate with other National and Provincial Department's as well as municipalities. Staff supervision. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance and apply discipline.

**ENQUIRIES  
APPLICATIONS**

: Ms M Marubini Tel No: (012) 319 7619  
 : 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 and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

**POST 09/13**

: **PROJECT COORDINATOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2023/208**

**SALARY  
CENTRE**

: R491 403 per annum (Level 10)  
 : Directorate: District Office: Northern Cape (Frances Baard / John Taolo Gaetsewe)

**REQUIREMENTS**

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. Minimum of 3 years' supervisory experience in land reform environment. Job related knowledge: Good knowledge and understanding and interpretation of budget management. Good knowledge of the departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills.

		Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager. Make arrangements with the farmer / landowner for farm assessment. Conduct farm assessment in conjunction with DALRRD, Provincial Department of Agriculture and Rural Development (PDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Conduct farm visits to locate the property and to confirm Land Claim status. Implementation of land acquisition projects procedures within relevant policy and programme guidelines (Recapitalization and Development Program and Proactive Land Acquisition Strategy). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submissions for approval by relevant committees. Liaise with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and provide a mandate for land price negotiations. Investigate and respond to the Presidential enquiries, Ministerial Tasks and queries. Consult with the office of the Public Protector to investigate and respond to queries within 7 – 14 days. Liaise with the Banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult with Eskom on Electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of service providers. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to management of the district. Coordinate regional project Implementation. Manage regional project database. Administer regional applications. Provide inputs to the strategic direction of the region / unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Oliphant Tel No: (053) 830 4056
	:	Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6 <sup>th</sup> floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
<b><u>NOTE</u></b>	:	Coloured, Indian, White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 09/14</u></b>	:	<b><u>PROJECT COORDINATOR: TENURE REFORM AND IMPLEMENTATION REF NO: 3/2/1/2023/209</u></b>
<b><u>SALARY CENTRE</u></b>	:	R491 403 per annum (Level 10)
	:	Directorate: District Office: Northern Cape (Frances Baard / John Taolo Gaetsewe)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Humanities / Social Science or Degree in Law. Minimum of 3 years' experience in Land Reform environment. Job related knowledge: Knowledge of land tenure security matters. Knowledge of Communal Tenure. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills, Statistical forecasting skills and Computer Skills. A valid driver's license. Willingness to travel.
<b><u>DUTIES</u></b>	:	Implement the Extension of Security of Tenure Programmes. Respond to all queries on Extension of Security Tenure Act (ESTA) accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs Conventional Farmers / Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedure to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related

to Interim Protection of Informal Land Rights Act (IPILRA). Protect the right of people living in communal land. Conduct training workshop to role players. Implement Labour Tenants Programmes. Address Labour Tenants Act (LTA) that have been lodge. Categories LTA cases according to claimant's choice when required. Implement Transformation of certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigation. Prepare terms of reference. Compile report. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report. Implement Communal Property Associations (CPA) Act Programmes: Facilitate establishment of CPAs. Monitor CPAs compliance. Provide support towards compliance.

- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- POST 09/15** :
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- DUTIES** :
- Ms T Oliphant Tel No: (053) 830 4056
- Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6<sup>th</sup> floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2023/211**  
Directorate: Agro-Processing Support
- R491 403 per annum (Level 10)
- Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and 4-year Bachelor's Degree in Agricultural Economics and or a 3-year Bachelor's Degree in Agriculture plus Honours Degree in Agricultural Economics. Minimum of 3 years relevant experience within the agricultural economics, agro-processing and agricultural marketing sphere as follows; appraisal of Agro-processing development proposals focusing on technical, financial and economic aspects; enterprise and supplier development of agribusiness and assisting agribusiness to be ready for food safety quality assurance certification. Job related knowledge: Concise understanding of agro-processing support and development programs contained in the Agriculture and Agro-processing Master Plan (AAMP). Proven and practical knowledge of the enterprise and supplier development initiatives. Practical and proven knowledge of financial and economic assessment instruments of agribusinesses. Understanding the requirements for the certification of agro-processing facilities. Knowledge of various agro-processing legislation and status. Knowledge and understanding of food safety standards. General knowledge of import and export procedures and applicable international trade agreements. Knowledge of the Agricultural Product Standard Act 119 of 1990, Custom and Excise Act 91 of 1964, Foodstuff, Cosmetics and Disinfectant Act 54 of 1972, Marketing of Agricultural Products Act 47 of 1996, Broad-Based Black Economic Empowerment Act, Act 53 of 2003 and the Agri-BEE Sector Code. Ability to interpret agro-processing economic data and provide recommendations. Job related skills: Reporting procedures. Planning and organising skills. Analytical and innovative thinking. Submission and report writing skills. Computer skills. Statistical skills. Negotiation skills (advanced). Communication skills (verbal and written). Presentation skills. Ability to work independently with minimum supervision and under pressure. Extensive travelling. A valid driver's licence (Code B).
- Provide agro-processing economic advice to clientele. Compile reports of archetypal models of agro-processing facilities. Compile value chain analysis reports of identified agro-processing sub sectors. Identify entrepreneurial opportunities for exploitation by agropreneurs. Provision of agro-processing economic advice to value chain actors. Appraisal of feasibility and business plans for agro-processing development initiatives. Facilitate the implementation of agro-processing enterprise and supplier development initiatives. Identify agro-processing enterprise for support, development and assistance. Review and provide agricultural economic recommendations on agro-processing projects submitted for funding consideration through Comprehensive Agricultural Support Program, Agro-Processing Support Scheme (APSS) and the Agri-BEE. Facilitate the submission of viable business plans to financial institutions for consideration and funding. Provide support in monitoring and evaluation of the implementation. Support financing structures

through participation in various adjudication committees such as the Agro-Processing Support Scheme (APSS), Blended funding, Comprehensive Agricultural Support Programme (CASP) and the European Union Small to medium sized enterprise (SME) Support Programme. Facilitate capacitating of agropreneurs on entrepreneurial skills. Facilitate access to mainstream markets by agro-processing agribusinesses. Oversee systematic and structured alignment initiatives. Provide support in coordinating the alignment of agro-processing policies, strategies and programmes between the Department of Trade, Industry and Competition (DTIC) and the Department of Agriculture, Land Reform and Rural Development (DALRRD). Assist Provinces and Municipalities to develop area focused strategies and programmes geared development and support value-add and agro processing initiatives. Provide direct support to Provincial Departments of Agriculture and other sector role players with regards to the implementation of legislation, policies and strategies. Liaison services intra-inter governments departments and state-owned enterprise (SOE). Ensure linkage with the agro-processing industry value chain actors. Facilitate and co-ordinate sittings and activities of the National Agro-processing Forum. Monitor, evaluate and report on the implementation of various interventions related to liaison services. Facilitate the implementation of agro-processing certification readiness programme. Conduct knowledge gap analysis. Identify agro-processing enterprise for up-skilling / training. Facilitate the design of training module targeting identified agro processors. Conduct gap analysis of all qualifying agro-processing enterprise. Facilitate capacity building and preparation of enterprises for certification. Facilitate conducting of pre-audits and final audit assessment of all qualifying agro-processing enterprise facilitated and compile audit report. Facilitate certification of qualifying enterprises by an accredited certification body. Perform administrative and related functions. Provide secretarial services when required. Report writing on agricultural economic services. Writing on submissions and memorandums on subject matter requirements. Record keeping of activities undertaken within the sub-directorate. Adhoc support to management of the Directorate.

**ENQUIRIES**  
**APPLICATIONS**

: Mr K. Shakwane Tel No: (012) 319 8110  
: 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 09/16**

: **ASSISTANT DIRECTOR: AGRARIAN REFORM REF NO: 3/2/1/2023/213**  
Directorate: Small Holder Farmer's Production

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R491 403 per annum (Level 10)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Agriculture or Rural Development. Minimum of 3 years' relevant experience in Agriculture, Food Security, Developmental Research. Job related knowledge: Public Finance Management Act. Project Management. Planning and organising. Knowledge on food security policy strategies and programmes. Job related skills: Facilitation skills. Project Management skills. Planning skills. Initiative skills. Interpersonal skills. Problem solving skills. Interpretation of findings. Analytical skills. Computer literacy. Report writing skills. Willingness to work extended hours. A valid driver's licence.

**DUTIES**

: Review the national food security policy framework, norms and standards. Conduct policy analysis. Gather relevant information to recommend improvement on existing policy. Benchmark against the international best practices. Conduct consultative process (presenting it to relevant role players to make their inputs). Review and analyse the documents. Make recommendation for food security policy amendment / improvement. Facilitate the implementation of the national food security policy. Gather relevant information to generate effective implementation guidelines. Analyse the existing policies and strategies addressing food security. Develop the implementation strategy. Benchmark against best practice to ensure effective implementation. Identify the implementation challenges of food security

policies and programmes. Develop intervention for corrective action. Provide support for the food security policy awareness at regional, national, provincial, and local government level. Enhance intergovernmental relations and coordination at regional, provincial, national, and international level to attain food security. Enable coordination among Departments dealing with food security policy at national, provincial, and local levels. Foster cooperation amongst government, parastatal, private sectors, and non-governmental Organisations (NGO's). Promote participation of all relevant stakeholders in food security policy (policy agendas / dialogue, support programmes and research programmes aimed at achieving food security internationally, regionally, nationally and local level) through workshops and meetings. Participate on the South African Development Community (SADC), African Union (AU) and United Nations (UN) forums dealing with food security. Monitoring and evaluation. Continuously review the adherence of policy implementation according to the norms and standards. Recommend corrective measures to address gaps. Staff supervision. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.

- ENQUIRIES** : Mr R Tuckeldoe Tel No: (012) 319 8473
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 09/17** : **LAND ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/214**  
Directorate: Small Holder Farmer's Production
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Agriculture or Rural Development. Minimum of 2 years' relevant experience in Land or Land Reform Administration. Job related knowledge: Public Finance Management Act. Project Management. Planning and organising. Knowledge on land administration policy. Job related skills: Facilitation skills. Project management skills. Planning skills. Initiative skills. Interpersonal skills. Problem solving skills. Interpretation of findings. Analytical skills. Computer literacy. Report writing skills. A valid driver's licence. Willingness to work extended hours.
- DUTIES** : Facilitate the disposal of Agricultural State Land. Identify repossessed farm by Debt Management. Appoint the caretaker to look after the farm. Facilitate the evaluation of farm to determine the productive market value. Advertise the farm through local media. Facilitate the appointment of the successful candidate. Prepare the lease agreement. Provide infrastructure support. Ensure the proper maintenance and caretaking of farms. Conduct inspection on farms to determine the condition. Conduct needs analysis to check the gaps and what is needed. Eradication of poisonous plants. Construction of gabions and fire brakes. Rehabilitation of dams. Render advisory services to inter-government departments and clients on land management matters. Attend to state land queries from inter-government departments and clients. Attend to parliamentary queries through ministerial office. Provide farming advise to leases / client. Facilitate the rental collection and other departmental levies. Send monthly statements to lessors. Make follow up on none paying leases. Liaise with Finance regarding verification of payments. Facilitate the eviction of none complying leases. Refer none paying leases to Legal Services. Maintenance of database. Update provincial and state land database. Update asset management database. Update the new developments on the farm. Update job creation and applicant database.
- ENQUIRIES** : Ms J Malogadihlare Tel No: (012) 319 8237
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.



- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 09/18** : **SENIOR HUMAN RESOURCE PRACTITIONER (COLLECTIVE BARGAINING) REF NO: 3/2/1/2023/199**  
Directorate: Employees Relations
- 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 Labour Relations / Labour Law (NQF Level 6). Minimum of 2 years' experience in Labour Relations / Labour Law 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. Negotiation and conflict resolution. Customer focus. Computer literacy. A valid driver's licence. Willingness to work irregular hours and to travel.
- DUTIES** : Facilitate the prompt finalisation of grievance. Monitor implementation and adherence of prescripts governing grievances. Facilitate grievance cases and ensure that they are dealt within 30 working days / agreed upon timeframes. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executive Authority and Public Service Commission when necessary. Ensure and monitor the implementation of grievance. Effective application of labour relations policies, procedures, regulations and legislation. Provide advice to clients and ensure effective and efficient application of labour relations policies. Facilitate the effective finalisation of disputes. 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 an effective labour relations reporting system for allocated cases. Timely submission of monthly statistics. Assist in compilation of quarterly, annual and adhoc reports. Capture cases in Personnel and Salary Administration (PERSAL). Facilitate capacity building programs. Provide and facilitate training to business unit on request. Advise employees on a daily basis.
- 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 Females and Persons with disabilities are encouraged to apply.
- POST 09/19** : **SENIOR PROJECT OFFICER: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2023/202**  
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Free State (Lejweleputswa / Fezile Dabi)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics. Minimum of 2 years' experience in a related field. Job related knowledge: Knowledge of Departmental policies, prescripts and practice pertaining to Comprehensive Rural Development Programme (CRDP) and Recapitalization and Development Programme (RADP). Knowledge of Land Reform Policies. Knowledge and understanding of various commodities, e.g. livestock, crop, poultry, horticulture production, vegetables, etc. Knowledge and understanding of sector needs and business requirements. Job related skills: Communication skills (verbal and written). Negotiation skills. Report writing skills. Conflict management skills. Computer literacy and Analytical skills. A valid driver's licence. Ability to travel and work irregular hours.
- DUTIES** : Facilitate implementation of on-farm Infrastructure development. Identify and implement projects. Conduct monitoring and evaluation of projects. Facilitate

the identification of one household one-hectare (1hh1ha) sites for agricultural development. Conduct the evaluation of the identified sites. Facilitate farm assessment and analysis of agricultural reports for possible intervention. Identify farms to be assessed. Analyse agricultural reports for identified farms. Implement agricultural project procedures within the relevant policy and programme guidelines. Draft memorandum and compile file for approval. Liaise with relevant role-players / stakeholders with regard to agricultural projects support requirements. Identify relevant role-players / stakeholders in line with the activities of the project. Facilitate the graduation of smallholder farmers to medium size and mega farmers respectively. Provide relevant support to the developing farms.

**ENQUIRIES  
APPLICATIONS**

: Ms P Ntono Tel No: (051) 400 4200  
 : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

**NOTE**

: Coloured, Indian, White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 09/20**

: **PERSONAL ASSISTANT REF NO: 3/2/1/2023/212**  
 Chief Directorate: Animal Production and Health  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 214 per annum (Level 07)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to Senior Management. Classified secret security clearance. Job related knowledge: Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job related skills: Sound organisational skills, computer literacy (Microsoft Office), good interpersonal relations, high level of reliability, communication skills (written and verbal) and language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation and Willingness to work extended hours.

**DUTIES**

: Provides a secretarial / receptionist support service to the Manager. Receives telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded to. In the process the job the incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Record the engagements of the Senior Manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the Manager regarding engagements. Compile realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the Manager. Ensures the safe keeping of all documentation in the office of the Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the Manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the Manager and the unit where required. Collects analyses and collates information requested by the Manager. Clarifies instruction and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standards items like stationary, refreshment etc. for the activities of the Manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine action / information / other documents required for meetings. Collects and compile all necessary documents for the Manager to inform him / her on the contents.

Records minutes / decisions and communicated to relevant role-players, follow-up on the progress made. Prepares briefing notes for the Manager as required. Coordinates logistical arrangements for meeting when required. Supports the Manager with the administration for the Manager's budget. Collects and coordinates all the documents that relate to the Manager's budget. Assist Manager in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts the Manager of possible over-and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the Manager and compiles draft memorandums for this purpose. Compares the MTEF allocation with the requested budget and informs the Manager of changes. Studies the relevant Public Service and Departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.

**ENQUIRIES  
APPLICATIONS**

: Dr BM Modisane Tel No: (012) 319 7466  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

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

**POST 09/21**

: **PERSONAL ASSISTANT REF NO: 3/2/1/2023/215**  
 Chief Directorate: Bio-Security

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 214 per annum (Level 07)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to Senior Management. Classified secret security clearance. Job related knowledge: Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job related skills: Sound organisational skills, computer literacy (Microsoft Office), good interpersonal relations, high level of reliability, communication skills (written and verbal) and language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation and Willingness to work extended hours.

**DUTIES**

: Provides a secretarial / receptionist support service to the Manager. Receives telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded to. In the process the job the incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Record the engagements of the Senior Manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the Manager regarding engagements. Compile realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the Manager. Ensures the safe keeping of all documentation in the office of the Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the Manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the Manager and the unit where required. Collects analyses and collates information requested by the Manager. Clarifies instruction and notes on behalf of the Manager. Ensure that travel arrangements are well

coordinated. Prioritizes issues in the office of the Manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standards items like stationary, refreshment etc. for the activities of the Manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine action / information / other documents required for meetings. Collects and compile all necessary documents for the Manager to inform him / her on the contents. Records minutes / decisions and communicated to relevant role-players, follow-up on the progress made. Prepares briefing notes for the Manager as required. Coordinates logistical arrangements for meeting when required. Supports the Manager with the administration for the Manager's budget. Collects and coordinates all the documents that relate to the Manager's budget. Assist Manager in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts the Manager of possible over-and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the Manager and compiles draft memorandums for this purpose. Compares the MTEF allocation with the requested budget and informs the Manager of changes. Studies the relevant Public Service and Departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.

**ENQUIRIES  
APPLICATIONS**

: Dr B Ntshabele Tel No: (012) 319 7176  
 : 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 09/22**

: **AUXILIARY SERVICE OFFICER REF NO: 3/2/1/2023/206**  
 Directorate: Genetic Resource  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R151 884 per annum (Level 04)  
 : Gauteng (Roodeplaat)  
 : Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic writing and numerical skills. Basic knowledge of plant morphology. Basic farming and cultivation practices. Job related skills: Technical skills, Quality of work, Reliability, Planning and execution and Self-discipline. Required to work under harsh environment conditions.

**DUTIES**

: Plant seed and seedling for evaluation of new plant varieties in terms of the Plant Breeders' Rights Act and the Plant Improvement Act. Plant seed / seedlings / plants in seeding trays / plant bags / pots in the greenhouse / field. Group seedling trays according to randomisation. Spray insecticide / fungicide in the greenhouse. Apply fertilisers in the field. Plant seeds in identified row in the field. Re-insert plant markers in the trial field. Label plant markers for trade and post control, seedling trays / field trials. Provide administrative and technical support services for Distinct, Uniformity and Stability (DUS) the evaluations. Monitor and provide report of trials. Count numbers of plants per row in trials. Take measurements of plant / plant parts on selected varieties. Record measurements in the relevant International Union for the Protection of New Varieties of Plants (UPOV) datasheet. Maintaining the filing system. Mark labels / packages, harvest and thrash selected material. Operate irrigation system. Process seed of standard varieties. Retrieve seed of identified varieties from cold store. Weigh seed and divide seed into seed packets. Label seed packets (variety denomination, trial number, row number). Randomise seeds. Distribute seed packets as required (e.g. for cold room, green house, field trials). Assist with general maintenance of the farm. Routine activities in

		respect of crop production. Cleaning of buildings and stores. Maintenance of irrigation systems. Maintenance of the farm yard.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms CJ De Bruyn Tel No: (012) 319 6096
	:	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.
<b><u>NOTE</u></b>	:	Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 09/23</u></b>	:	<b><u>DRIVER / MESSENGER REF NO: 3/2/1/2023/210</u></b> Directorate: International Trade And Promotions
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R151 884 per annum (Level 04)
	:	Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<b><u>DUTIES</u></b>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch / College or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Lukoto Tel No: (012) 319 7270
	:	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.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 09/24</u></b>	:	<b><u>MESSENGER REF NO: 3/2/1/2023/197</u></b> Directorate: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	KwaZulu Natal (Pietermaritzburg)
	:	Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Communication skills (basic written). Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Zimu Tel No: (033) 264 9522
	:	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, Indian and White Males and Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.