

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	03 April 2023 at 16:00
<u>NOTE</u>	:	<p>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 reorganization 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.</p>

MANAGEMENT ECHELON

- POST 10/01** : **SENIOR FINANCIAL OFFICER REF NO: 3/2/1/2023/255**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
: 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 (NQF 7) in Accounting / Business Administration / Commerce or Bachelor of Accounting Honours / Business Administration Honours / Commerce Honours. Minimum of 5 years' experience at Senior Management level in an accounting environment, budgeting, project management human capital management and facilities management. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Knowledge of Generally Accepted Accounting Practice (GAAP). Knowledge of Pastel. Computer literacy. Government systems and structures. Government decision making processes. Project management principles and tools. Strategic capability and leadership. Customer focus. Knowledge of facilities management. Good communication skills (verbal and written). Financial management skills. Interpersonal skills. Computer software skills (good excel skills). Problem solving and Decision-making skills. Time management skills. Business skills. Interpersonal skills. Analytical skills A valid driver's licence.
- DUTIES** : Manage internal Controls and good governance principles. Timely payment of invoices. Implement external audit management action plans. Implement internal audit management action plan. Manage Employee Performance. Presidential enquiries and parliamentary questions addressed Manage implementation and the financial reporting process of the Deeds Trading Account. Develop and maintain budget and reporting systems. Process transactions for internal and external reporting. Develop and maintain an integrated financial accounting system. Process accounts payable. Manage debt collection. Manage provisioning of supply chain and facilities management services for the Branch: Deeds Registration. Manage demand management plan and acquisition services. Provide logistics and asset management services. Ensure efficient and effective facilities management services Manage provisioning of human resource management and records management services. Manage staffing services and human resource benefits Manage and implement performance management and development systems Manage compliance of the human resource policies and procedures. Manage employee relations. Provide auxiliary support services.
- ENQUIRIES** : Ms MSM Magoele Tel No: (012) 338 7238 and Mr R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered
- POST 10/02** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2023/256**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Registrar of Deeds: Eastern Cape (Mthatha)
: 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 B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job related knowledge: Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project management principles and tools. Court procedures. Supply chain management prescript and financial management. Job related skills:

- Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and Assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. A valid driver's licence.
- DUTIES** : Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.
- ENQUIRIES** : Ms MSM Magoele Tel No: (012) 338 7238 and Mr R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered
- POST 10/03** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2023/257**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Registrar of Deeds: 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 B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job related knowledge: Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project management principles and tools. Court procedures. Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and Assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. A valid driver's licence.
- DUTIES** : Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution.

Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

ENQUIRIES : Ms MSM Magoele Tel No: (012) 338 7238 and Mr R Saila Tel No: (012) 338 7296

APPLICATIONS : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered

POST 10/04 : **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2023/257**

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 : Office of The Registrar of Deeds: Limpopo (Polokwane)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds / Middle or Senior Managerial level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project management principles and tools. Court procedures. Supply chain management prescript and financial management. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy Analyses and Development. Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. A valid driver's licence.

DUTIES : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common-, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs/challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports

and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.

ENQUIRIES : Ms MSM Magoele Tel No: (012) 338 7238 and Mr R Salla Tel No: (012) 338 7296

APPLICATIONS : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered.

POST 10/05 : **DIRECTOR: GROOTFONTEIN AGRICULTURAL DEVELOPMENT INSTITUTE REF NO: 3/2/1/2023/226**
Directorate: Grootfontein Agricultural Development Institute

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 (Middelburg)
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 Master's Degree in Agriculture / Education / Education Management (NQF level 9). Minimum of 5 years' middle / senior managerial experience level in a teaching and learning environment. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that governs the Public Service including the Public Finance Management Act, Treasury Regulations, Public Service Act and Labour Relations Act etc. Understanding of the South African government's vision, priorities and priority outcomes in terms of skills development. Knowledge of other relevant legislation (e.g. Higher Education Act, Skills Development Act, National Qualifications Framework Act and Continuation of Education and Training Act). Knowledge of Sector Education and Training Authorities and their functions, South African Qualifications Authority (SAQA) processes and curriculum development skills. Knowledge and understanding of the management of training programmes. Knowledge and understanding of the White Paper on the Transformation of the Public Service (Batho Pele). Job related skills: Financial management skills. Strategic capabilities and leadership skills. Programme and project management skills. Knowledge management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client Orientation and Customer focus. Communication skills (verbal and written). Honesty and integrity. Change management skills. Computer literacy with excellent skills in the use of word processing and spreadsheet software with specific reference to the use of Microsoft Excel formulas and functions. Willingness to travel and work extended hours. A valid driver's licence.

DUTIES : Give strategic direction at institutional level and create an enabling environment for delivery by line functions. Conduct strategic planning for the Institute. Oversee policy alignment and development. Establish strategic partnerships with relevant stakeholders, academic institutions and service providers. Build strong and effective internal service delivery support structures. Monitor the delivery of effective support services and implement corrective measures where required. Implement a Total Quality Assurance System to ensure and continuously improve relevance and quality of services. Provide oversight towards promotion of knowledge, skills and attitudes among the youth and farmers through formal learning programmes. Provide oversight in the establishment and review of program delivery structures. Provide oversight in delivery of the different learning programmes. Oversee policy alignment and development. Establishment of partnership arrangements with stakeholders. Sourcing of capacity and resources for delivery on mandate. Provide oversight towards the development, evaluation and provisioning of new technology for profitable and sustainable small stock production. Engaging with stakeholders on research priority setting and coordination in the sector. Review research projects before approval and implementation. Exercise quality control over research publications of the Institute through the Research and Development and Editorial Committees. Source funding for

national research assets housed at the Institute. Oversee the development partnership agreements. Promote the skills level of existing farmers and community members through extension and outreach programs. Review community development projects before approval and implementation. Review information packs before publication. Monitor and evaluate progress with extension and outreach activities. Oversee the compilation of an Institutional Annual Report for Extension and Outreach. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor evaluate and report on performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

ENQUIRIES APPLICATIONS : Ms L Botsheleng Tel No: (012) 319 7328
 : 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

POST 10/06 : **DIRECTOR: PROPERTY MANAGEMENT AND POLICY DEVELOPMENT**
REF NO: 3/2/1/2023/246
 Directorate: Property Management and Policy Development

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 : Gauteng (Pretoria)
 : 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 Property Management / Property Portfolio Management (NQF Level 7). Minimum of 5 years' middle / senior managerial experience in property management environment. Job related knowledge: Project management. Budgetary planning. Computer literacy. Design and development of programmes. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Risk management. Planning. Strategic planning. Human Resource Management. Job related skills: Ability to prioritise multiple tasks while maintaining attention to detail. Ability to learn and master new products and concepts. Communication skills (verbal and written). Computer literacy (Microsoft Project Office). A valid driver's licence.

DUTIES : Develop policies, procedures and guidelines. Identify prior areas for policy development. Conduct research on relevant policy development initiatives. Conduct stakeholder consultation. Draft property management policies. Facilitate and consolidate policy inputs for approval. Develop an immovable asset management plan. Coordinate the development of a portfolio strategy and management plan for departmental assets. Coordinate the development of management plans for individual immovable asset life cycle. Coordinate performance assessments of immovable assets. Coordinate the identification of maintenance activities required and the true costs of such activities. Develop a disposal strategy. Monitor and evaluate policies, procedures and guidelines. Identify policy gaps. Monitor policy compliance and identify root causes for non-compliance if any. Monitor the effectiveness of approved policies. Develop and provide capacity building and training. Identify training needs and requirements. Develop training manuals and promotional leaflets. Development of training programmes. Provide training to internal and external clients and stakeholders.

ENQUIRIES APPLICATIONS : Mr R Shilote Tel No: (012) 312 8911
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

OTHER POSTS

- POST 10/07** : **REGIONAL MANAGER (X3 POSTS)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Directorate: Veterinary Public Health: Gauteng
Pretoria Ref No: 3/2/1/2023/221
Mpumalanga (Mbombela) Ref No: 3/2/1/2023/222
Eastern Cape (East London) Ref No: 3/2/1/2023/223
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Sciences Degree (BVSc / BVMCh). Registration as a Veterinarian with the South African Veterinary Council. Minimum of 5 years working experience as a State Veterinarian. Extensive experience in primary animal health care, animal identification and / or related sectors. Experience in regulatory veterinary services in South Africa. Experience in conducting inspections and audits of establishments regulated under regulatory veterinary services. Experience in performance management of subordinates. Job related knowledge: Knowledge of the provisions of the Veterinary and Para-veterinary Professions Act, 1982 (Act No.19 of 1982) in relation to compulsory community service. Practical working knowledge of the Animals Protection Act, 1962 (Act No. 71 of 1962) as amended, the Performing Animals Protection Act, 1935 (Act No. 24 of 1935) as amended, the Animal Identification Act, 2002 (Act No. 06 of 2002), and the Animal Diseases Act, 1984 (Act No. 35 of 1984) as amended. Knowledge of project management, monitoring and evaluation. Job related skills: Analytical skills. Ability to communicate clearly (both verbally and written). Management and organisational skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem-solving skills. Ability to think logically and adapt to change. Ability to collect and interpret information and to arrive at a rational conclusion. Ability to maintain good interpersonal relationships and work in a team. Pronounced self-motivation to initiate and handle new projects. Ability to prepare document and draft policies with minimum grammatical and formatting errors. Willingness to work extended hours. A valid driver's licence.
- DUTIES** : Manage the implementation of legislative and related matters. Contribute to the development, review and auditing of policies, standards, guidelines. Monitor / audit the application of the relevant risk management systems. Monitor / audit the application of the legislation, policies, guidelines, norms and standards to identify gaps and trends in the sector. Establish, coordinate and manage the implementation of the Animal Identification and Traceability System in accordance with the relevant policies, legislation and / or prescripts. Facilitate the implementation of relevant national veterinary services mandates at regional level. Coordinate and manage Primary Animal Health Care, Compulsory Community Service (CCS) and Veterinary Public Health in the regions. Coordinate and manage activities with regards to the implementation of the compulsory community service programme as prescribed under the Veterinary and Para-veterinary Professions Act, 1982 (Act No. 19 of 1982) as amended. Ensure procurement of items and materials for the programmes managed. Approve, audit and register compulsory community service facilities in line with the applicable policies. Monitor the performance of CCS veterinarians at their allocated CCS facilities. Conduct audits on community veterinary services and facilities to ensure compliance with the management systems and norms and standards. Develop guidelines, procedures, norms and standards relating to primary animal health care. Approve and register mentors for the performance of the compulsory community service. Conduct cost benefit analysis in relation to veterinary intervention strategies. Coordinate and consolidate regional CCS reports. Coordinate and consolidate regional animal health reports and deliverables. Coordinate and consolidate regional veterinary public health reports and deliverables. Manage activities with regards to animal welfare. Coordinate the implementation of the operational framework for Animal Welfare. Participate in the review of animal welfare legislation. Participate and represent the Department in animal welfare forums such as Livestock Welfare Coordinating Committee (LWCC), etc. Attend to legal matters pertaining to the Department with respect to animal welfare legislation. Coordinate and manage the delivery of extension services related

to Primary Animal Health Care, Veterinary Hygiene and Animal Identification to stakeholders and communities. Conduct training for and audit the compulsory community service mentors. Determine information / training needs of stakeholders (communities, farmers, DALRRD officials, provincial officials, etc). Develop and conduct awareness campaigns on matters of primary animal health care, veterinary public health and animal identification and traceability of animals. Provide technical inputs and / or training to other regulatory and non-regulatory stakeholders. Represent the Department in various fora, inter-departmental, international technical meetings, Committees, Council and working groups. Identify and assist in the selection of primary animal health care project sites in the Provinces. Manage the resources (Physical, Human and Financial) of the unit. 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. Attend to Human Resource related issues for the CCS veterinarians in the region. Ensure capacity and development of staff. Manage discipline. Coordinate and / or implement DALRRD Veterinary Services activities in the region. Perform technical veterinary functions as may be necessary to implement national programmes and directives. Liaise with stakeholders on behalf of the Department. Collect, collate and consolidates data necessary for national programmes. Represent the DALRRD Veterinary Services as may be required.

- ENQUIRIES** : Dr MSM Molefe Tel No: (012) 319 7688
- 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 10/08** : **DEPUTY DIRECTOR: PRIMARY ANIMAL HEALTH CARE REF NO: 3/2/1/2023/235**
Directorate: Veterinary Public Health
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration as a Veterinarian with the South African Veterinary Council. Minimum of 5-years working experience as a State Veterinarian. Extensive experience in primary animal health care, animal identification and / or related sectors. Experience in regulatory veterinary services in South Africa. Experience in conducting inspections and audits of establishments regulated under regulatory veterinary services. Job related knowledge: Knowledge of provisions of the Veterinary and Para-veterinary Professions Act, 1982 (Act No 19 of 1982) in relation to compulsory community services. Practical working knowledge of the Animal Protection Act, 1962 (Act No 71 of 1962) as amended, the Performing Animals Protection Act, 1935 (Act No 24 of 1935) as amended, the Animal Identification Act, 2002 (Act No 06 of 2002), and the Animal Diseases Act, 1984 (Act No 35 of 1984) as amended. Knowledge of project management, monitoring and evaluation. Job related skills: Analytical skills. Ability to communicate clearly, both verbally and written. Management and organisational skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem-solving skills. Ability to think logically and adapt to changes. Ability to collect and interpret information and to arrive at a rational conclusion. Ability to maintain interpersonal relationships and work in a team. Pronounced self-motivation to initiate and handle new projects. Ability to prepare document and draft policies with minimum grammatical and formatting errors. Willingness to work extended hours. A valid driver's licence.
- DUTIES** : Manage and coordinate the implementation of animal identification service. Implementation of provisions of the Animal Identification Act, (Act No 06 of 2002). Maintain the national database of animal identification. Draft relevant policies related to animal identification. Liaison with stakeholders in the

enforcement of the Animal Identification Act, 2002. Manage and co-ordinate the implementation of the Compulsory Community Service (CCS) programme for veterinarians and para-veterinarians. Develop and implement management systems for the compulsory community service. Placement and deployment of CCS candidates in accordance with the identifies priorities of the service. Conduct regular inspections and audits on the performance of CCS programme to verify compliance with the management systems. Establish principles, norms and standards on Primary Animal Health Care (PAHC) service provision. Develop and manage liaison and provide technical input and / or training to other regulatory and non-regulatory stakeholders (e.g. South African Police Service, Provincial Departments of Agriculture, etc). Manage the allocated budget. Manage and implement the provisions of the animal welfare legislation. Develop and implement policies related to the Animals Protection Act, 1962, the Performing Animals Protection Act, 1935 and the welfare of animals in general. Monitor compliance of establishments and persons handling animals to the animal welfare legislations. Manage the issuance of Performing Animals Protection Act licenses. Provide technical support on matters to animal welfare. Manage the provisions of capacity building programmes to stakeholders and internal staff with regards to Veterinary Public Health Services. Determine training needs of internal staff and external stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Provide assistance to Provinces on awareness and extension services as and when required. Manage national awareness campaigns related to meat safety. Coordinate extension and awareness services in collaboration with the relevant Directors, Departments and Provinces. Liaise with stakeholders and represent the Department at relevant events and bodies. Represent the Minister and the Department in various forums and give inputs at inter-departmental technical meetings, committees and councils. Represent the country and give inputs at international technical meetings, forums, committees, working groups. Liaise with relevant stakeholders on matters related to food safety. Establish and maintain necessary food safety related forums. Manage the resources of the sub-directorate (Physical, Human and Financial). Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

- ENQUIRIES** : Dr MSM Molefe Tel No: (012) 319 7688
- 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 10/09** : **DEPUTY DIRECTOR: COOPERATIVES DEVELOPMENT REF NO: 3/2/1/2023/242**
Directorate: Cooperatives
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Economics / Business Management / Development Studies / Agricultural Management. Minimum of 3 years' junior management experience in Cooperatives Development. Job related knowledge: Knowledge of the Cooperatives Act, National Small Business Amendment Act, Companies Act. Public Finance Management Act (PFMA). Job related skills: High level of integrity. Strong leadership and supervisory skills. Analytical skills. Strong work ethics. Good interpersonal skills. Negotiation skills. Ability to work independently. Ability to work under pressure. Leadership skills. Planning and execution skills. Management of Human Resources skills. Acceptance of responsibility. Willingness to work extended hours and to travel extensively (locally and abroad). A valid driver's licence.
- DUTIES** : Develop and implement strategies, frameworks, norms and standards for cooperatives in the sector. Coordinate the compilation of agricultural

cooperatives strategies, frameworks, norms and standards. Review cooperatives strategies, frameworks, norms and standards for cooperatives in the sector. Develop standard operating procedures for training of cooperatives in the sector. Promote the development of agricultural cooperatives in line with government programmes. Conduct needs analysis and link agricultural cooperatives to government programmes. Coordinate training and capacity development for cooperatives in the sector. Identify cooperatives that require support through training and capacity development. Conduct pre-training assessment / questionnaire to formulate an action plan for training. Conduct training on selected cooperatives in collaboration with Provincial Departments of Agriculture. Conduct impact assessment on cooperatives training programmes. Identify cooperatives supported with training through farm together cooperative training programme. Conduct impact assessment using a pre-developed assessment questionnaire. Compile impact assessment report. Manage Cooperative Information Management Systems (CODAS). Liaise with Provincial Departments of Agriculture and other stakeholders to collect data on agricultural cooperatives. Capture data on CODAS. Periodically update captured data on CODAS. Analyse captured data and compile reports on the status of agricultural cooperatives. Manage the resources of the sub-directorate (Physical, Human and Financial). Ensure procurement of goods and services and proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- POST 10/10** :
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- DUTIES** :
- Mr A. Malomane Tel No: (012) 319 8465 / 8466
- 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
- African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- DEPUTY DIRECTOR: AGRICULTURAL ECONOMICS REF NO: 3/2/1/2023/243**
- R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- Directorate: International Trade Promotions: Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics or B Com Honours Degree in Economics. Minimum of 3 years' junior management experience in International Trade environment. Job related knowledge: Computer literacy. Public Finance Management Act (PFMA). Planning and organizing. Project management. Knowledge of economic and financial (advanced) analytical techniques. Knowledge and experience of provisions in the legal text of the Free Trade Agreements and the Preferential Trade Agreements with other countries and regional blocks. Knowledge and experience of multilateral agreements' legal text in the World Trade Organization applicable to all member's countries including South Africa. Job related skills: Computer skills. Statistical skills. Negotiation skills (advanced). Communication skills (verbal and written). Presentation skills (advanced). Advanced international research. A valid driver's licence. Basic international research.
- Analyse and develop trade policy. Articulate and manage matters of strategic importance. Continuous in-depth study / research of developments / patterns / trends in the agricultural international trade and investment environment, considering the sector context such as resources, production, marketing, reform, macroeconomics, farm management, agricultural business, business support and rural development, trade analysis and research such as on: sector trade performance, trade negotiations impact, impact of international trade policies and legislations on the sector economy, international trade law affecting the sector, norms and standards settings affecting the sector, foreign market access issues, national and global capacities on trade facilitation and investment facilitation. Establish and maintain a network for liaison with economic / agricultural analysis institutions though, inter alia, the following: benchmarking, methodologies, partnership and inter-sectoral collaboration (nationally and internationally). Undertake the analysis / identification of

economic question / challenges in a specific environment / situation (specific geographic areas, a specific industry, specific events / circumstances) pertaining to legislation / strategy / policy / initiatives / interventions. Outcome such as: Environmental scanning relating to international trade policies, strategies and global developments, monitoring and evaluation of the impact of threats and opportunities (variable / non v-variables). Performing feasibility and viability studies. Design, complete and support policy, strategies and interventions within the mandate of international trade negotiations / diplomacy, market access and trade information and communications. Undertake the application, adaptation and / or development of models in order to reflect the current situation and / or forecast / project possible scenarios. This will entail, inter alia, the following: Identify and prioritise the opportunities and threats (variables / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future – local and international) on opportunities and threats (variable / non-variables) in relation to the specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analysis to address the policy questions and propose interventions. Render advice on trade policy. Articulate and manage matters of strategic importance. Consultation with stakeholders e.g. the Agricultural Trade Forum, Value Chain Round Tables and Provinces. All of the elements of above point 1 would apply. Monitor and evaluate international events and developments. Articulate and manage matters of strategic importance. Undertake the application, adaptation and / or development of models and trade analytical tools in order to reflect the current situation and / or forecast / project possible scenarios. This will entail, inter alia, the following: Identify and prioritise opportunities and threats (variable / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future-local and international) on opportunities and threats (variables / non-variables) in relation to the specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analytical tools to address the policy questions and propose interventions. Undertake the support and facilitation of trade initiatives, trade negotiations, trade policies and strategies and the compilation of the final output e.g reports, position papers, information documents, policy documents, strategies, populated databases, international trade agreements. Outputs such as for example: Reports on progress on international trade negotiations, on the review of trade negotiations and on sector performance. Trade relations strategies and communications on exporter support and communication actions in support of export development. Trade and export opportunity studies and reports. Country briefings. Render negotiating support for international trade negotiations, international trade agreements and market access: Articulate and manage matters of strategic importance. Negotiate sector specific technical aspects of international trade agreements between countries and regional blocks of countries: Consultation with stakeholders e.g. the Agricultural Trade Forum (ATF), Value Chain Round Tables and Provinces. Participate and national policy making relating to trade policies and strategies. Participate in international trade negotiations between countries and regional blocks. Monitor the implementation of the negotiated trade agreements. Undertake the provision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and / or interventions within trade negotiations and the impact. Extrapolating links to the international trade diplomacy policies and strategies. Represent South Africa and sector in international organizations and country to country meetings on trade and market access matters. Articulate and manage matters of strategic importance. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia, the following, benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Participate in national and international sector and trade related forums such as for example the Organization for Economic Co-operation and Development (OECD), New World Wines Group, International Grains Council, Cairns Group. Participate in regional consultative and negotiating forums such as for example the South African Customs Union (SACU) structures, South African Development Community (SADC) Free Trade Agreement, African Union and forums and platforms created for specific preferential and free trade agreements such as the South African Development

Community – European Union Economic Partnership Agreement (SADC-EU EPA), The Southern Common Market of Latin America (MERCOSUR) and Africa Continental Free Trade Area (AFCFTA). Manage trade related market research and intelligence to promote exports and leverage government trade promotion instruments. Articulate and manage matters of strategic importance. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia, the following: benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Communicate and awareness of trade, investment and business support (local and international). Support the context of international trade diplomacy and relations policies and strategies for agricultural growth, sustainable development, resources utilization, production support, marketing enhancement, legislation and regulatory compliance, support of social frameworks and agrarian reform, AgriBEE opportunities and national risks. Maintaining internal analytical tools, application and training on the use.

- ENQUIRIES** : Ms J. Mahlangu Tel No: (012) 319 7291
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 10/11** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2023/244**
Directorate: Operational Management
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and LLB or B Proc Degree. Minimum of 6 years extensive post-qualification legal professional and advisory experience (with 4 years supervisory experience). Admission as an Attorney or Advocate of the High Court of South Africa. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, law and other relevant acts and legislative prescripts. Specialised knowledge of constitutional Law. Law of contracts. Knowledge of legislation: The administration of Estates Act 1965, The Wills Act 1953 and Intestate Succession Act 1987. Knowledge of South African law, in particular land reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting of documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Ensure legal compliance to the Restitution of Land Rights Act. Check Research report e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholders' engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representation by landowners. Check Gazette notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representation by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Association (CPA)1 to CPA8 and CPA constitution. Check Deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed

against the office e.g. Notice of Motions for interdicts, reviews, application to compel, summons, and other court proceedings. Draft memorandum informing National Office about new matter and request instructions from the Chief land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress identify cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court documents (pleadings). Attend Pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the Commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondence to various stakeholders e.g. Attorneys, companies, claimants etc. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandum requesting signing of settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution, CPA1-CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandum for payment of rates. Acquire proof of payment of rates. Obtain certificate from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land components. Liaise with research Institution for research and data collection purposes. Analyse collected data and develop provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

**ENQUIRIES
APPLICATIONS**

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

POST 10/12

: **STATE VETERINARIAN REF NO: 3/2/1/2023/224 (X2 POSTS)**
 Directorate: Veterinary Public Health
 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
REQUIREMENTS**

: Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and Bachelor of Veterinary Science (BVMCh). Registration with the South African Veterinary Council as a Veterinarian. Minimum of 1 year of experience as a state veterinarian or compulsory community service veterinarian in a regulatory state veterinary area in South Africa. Experience in monitoring abattoirs, processing plants and / or cold stores registered under the Meat Safety Act. Job related knowledge: Practical working knowledge and experience in application of Meat Safety Act, 2000 (Act No. 40 2000). Applications of the Animal Disease Act, 1984 (Act No. 35 of 1984). Knowledge and practical experience of import and export facilitation. Knowledge of relevant Codex, The World Organization for Animal Health (formerly the Office International des Epizooties (OIE), Food and Agriculture Organization (FAO) and other international standards and guidelines related to food of animal origin. Knowledge of principles of chemical residue monitoring. Job related skills: Analytical skills. Research skills. Ability to communicate clearly, both verbally

and written. Administration and organizational skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem solving skills. Ability to think logically and adapt to change. Ability to maintain good interpersonal relationships and work in a team. A valid drivers licence. Willingness to work extended hours.

DUTIES

: Develop, implement or monitor policies, standards, guidelines and programmes for the safe production of meat and other animal products. Develop and formulate policies, norms, standards and legislation for the production of animals and animal products. Implement and enforce the relevant Acts and accompanying regulations. Audit the implementation of applicable legislation and standards. Monitor implementation of the Meat Safety Act at Abattoirs, cutting and processing plants, hides and skins and sterilization of plants. Execute law enforcement in accordance with the Act. Draft and implement national microbiological monitoring and control policies. Draft and implement national parasitology monitoring and control policies. Develop and coordinate awareness programmes related to relevant policies and standards. Contribute to an efficient and comprehensive risk analysis service in relation to local production of meat from animals and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of humans or animals in South Africa in relation to local production of meat and animal products. Identify possible measures to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conducting relevant line function risk assessments relating to animals and animal products. Facilitation of imports and exports of animals and animal products. Manage and coordinate the importation of animals and animal products according to the provisions of the Meat Safety Act and related legislations. Draft, evaluate and complete import and export questionnaires. Auditing and registration of veterinary approved import / export facilities according. Process queries and appeals from stakeholders. Coordinate the National Food Safety Programmes (National Residues Monitoring and Control Programmes, National Microbiological Monitoring Programme, National Parasitology Monitoring Programme). Draft and implement programmes for all commodities of interest. Conduct risk analysis on substances and compounds of interest. Collation and analysis of results based on risk analysis conducted. Manage the transportation, reception, sorting and storage of all samples. Ensure that establishments that take part in the programmes have a sufficient supply of sampling equipment and packaging materials. Analysis and responding to reports. Coordinate the One Health portfolio. Draft policies related to one health. Draft necessary policies on combating of antimicrobial resistance (AMR). Draft and implement antimicrobial usage and antimicrobial resistance surveillance plans for animals and animal products. Draft and implement awareness plans for one health, antimicrobial resistance and judicious use of antimicrobials. Participate in activities related to one health and AMR, both internally and externally. Conduct risk analysis in relation to the production of meat and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of human and / or animals in South Africa in relation to production of meat and animal products. Identify all possible means to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conduction certain relevant line function risk assessments relating to animals and animal products. Draft, evaluate and submit import and export facilitation questionnaires. Perform administrative and related functions. Provide inputs for the Operational Plan of the Veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Supervise and manage performance of relevant staff i.e. para-veterinary and administration.

**ENQUIRIES
APPLICATIONS**

: Dr MSM Molefe Tel No: (012) 319 7688
: 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 10/13** : **STATE VETERINARIAN REF NO: 3/2/1/2023/236**
 Directorate: Veterinary Public Health
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration with the South African Veterinary Council as a Veterinarian. Minimum of 1 year experience as a State Veterinarian or compulsory community service veterinarian in a regulatory state veterinary area in South Africa. Experience in primary animal health care, veterinary regulatory control or animal welfare. Job related knowledge: Sound application, experience and knowledge of veterinary services legislation especially the Veterinary and Para-veterinary Professions Act, 1982 (Act No 19 of 1982) as amended, the Animal Identification Act, 2002 (Act No 6 of 2002), the Animal Protection Act, 1962 (Act No 71 of 1962) as amended and the Performing Animals Protection Act, 1935 (Act No 24 of 1935) as amended. Knowledge and understanding of the Animal Diseases Act, 1984 (Act No 35 of 1984) and the Meat Safety Act, 2000 (Act No 40 of 2000). Job related skills: Auditing and problem-solving skills. Analytical skills. Report writing skills. Planning skills. Communication skills (verbal and written). Administrative skills. Interpersonal skills. Willingness to work extended hours. A valid driver's licence.
- DUTIES** : Development and implementation of legislation and related matters. Development and review policies, standards and guidelines. Monitor / audit the application of the relevant risk management systems. Monitor / audit the application of the legislation, policies, guidelines, norms and standards. Coordinate the implementation of the Animal Identification and Traceability Systems in accordance with the relevant legislation and standards. Implementation of relevant national veterinary services mandates at regional level. Coordination and implementation of Compulsory Community Service (CCS) and Primary Animal Health Care (PAHC) programmes. Implement administrative matters related to CCS and PAHC programmes. Develop and implement management systems for CCS and PAHC. Conduct regular audits on the performance of CCS and PAHC to ensure compliance with the management systems and applicable policies. Procurement of items and materials for CCS and PAHC. Audit and register compulsory community service facilities. Register mentors for the performance of the compulsory community service. Coordinate and consolidate regional CCS reports. Coordinate and consolidate regional animal health reports and deliverables. Coordinate and consolidate regional veterinary public health reports and deliverables. Coordination and implementation of the animal welfare legislation. Develop policies and standards for animal welfare. Implement the operational framework for animal welfare. Monitor the implementation of animal welfare legislation across the country. Attend to legal matters pertaining to the Department with respect to animal welfare legislation. Coordination of animal identification and traceability programme. Develop and implement policies related to animal identification and traceability. Coordinate the marking of animals in the country. Manage the animal identification and traceability database. Implement remedial actions as and where necessary. To establish and manage the delivery of an extension service related to Primary Animal Health Care (PAHC), Animal Welfare and Animal Identification and Traceability to stakeholders and communities. Develop training and awareness material related to areas managed. Implement campaign on matters of PAHC, Animal Welfare and Animal Identification and Traceability to the communities and farmers. Liaise and provide technical input and / or training to regulatory and non-regulatory stakeholders (e.g. South African Police Services, Provincial Departments of Agriculture, etc.).
- ENQUIRIES** : Dr MSM Molefe Tel No: (012) 319 7688
- 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 Batrix) Street, Arcadia, Pretoria, 0001.

<u>NOTE</u>	:	Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 10/14</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL PROJECT IMPLEMENTATION REF NO: 3/2/1/2023/231</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Directorate: National Rural Youth Service Crops (Narysec): Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration. Minimum of 3 years' experience at a junior management level in youth development environment. Job related knowledge: Project management life cycle. Skills Development Act. South African Qualification Act. Youth Development. Job related skills: Planning and organizing skills. Financial management skills. Decision-making skills. Communication skills (verbal and written). Interpersonal skills. Computer literacy (Microsoft Word, Project, Excel, PowerPoint, Internet). Skills development. Youth development. A valid driver's licence.
<u>DUTIES</u>	:	Manage recruitment and selection process for the NARYSEC Programme. Identification of areas for recruitment in consultation with relevant stakeholders. Develop the advertisement in line with NARYSEC recruitment guidelines in consultation with Human Resource Management. Develop and update the Provincial Recruitment Plan. Facilitate the finalization of the selection process and participate in the selection process (panel member). Consolidate recruitment and selection report. Maintain a consolidated recruitment database per year of intake. Manage the creation of individual personal files for new recruits. Conduct quality assurance on files for recruited participants. Facilitate the signing of contracts for all newly and extended NARYSEC participants. Manage the submission of recruited participants files to National / Provincial Human Resource for capturing on Personnel and Salary Administration (PERSAL). Facilitate the pre-orientation / induction and enrolment of youth into the programme as well as attendance of the National Youth Leadership Development Programme (NYLDP). Submit a consolidated list of all new recruits to National Office and Provincial Director. Manage and coordinate leadership training for NARYSEC participants. Coordinate information sharing including pre-health tests. Ensure travel logistics are coordinated for new recruits. Manage and coordinate Pre-Assembly at Thaba Nchu College as determined by the National Office. Consolidate and management of NARYSEC database reflecting the information of all the participants engaged in skills development activities, community services and exit opportunities. Update and maintain the status NARYSEC programme. Report on status of NARYSEC programme information for monthly meetings. Consolidate NARYSEC monthly reports (utilisation, dashboard, Persal and narrative). Manage the creation and updating of NARYSEC files with skills development, community service, exit opportunities, exit letters and contracts. Manage and maintain provincial NARYSEC stakeholder partnerships. Identify and engage strategic partners for the implementation of the NARYSEC programme needs within the Province. Participate in stakeholder engagements meetings for the successful implementation of NARYSEC programme. Conduct quarterly meetings with relevant stakeholders with regard to the NARYSEC programme / community service being implemented. Conduct monthly meetings with District Coordinators and Senior Administrative Officer with a view to ensure the successful implementation of programme in the Province. Manage and coordinate Provincial Reference Group (PROREG) / National Reference Group (NAREG) meetings on quarterly basis and ensure that minutes are produced. Manage and coordinate NAREG elections in various municipality and produce a report. Ensure that NAREG leaders are formally appointed. Manage and coordinate participants in community services. Identify relevant stakeholders that can provide community service and sign partnership agreement / commitment letters. Participate in the stakeholder meetings with relevant stakeholders (DALRRD, Department of Agriculture and Rural Development (DARD), Municipalities, The Department of Cooperative Governance and Traditional Affairs (COGTA), other government Departments). Manage the placement process of participants in workplaces as determined by the standard visitation skills schedule. Develop community service plans and manage the implementation of community services

monitoring systems. Coordinate community service for all NARYSEC participants. Manage the issuing and collection of community service logbooks during NARYSEC verification meetings and ensure that there is proper filing for easy reference and accountability. Develop and update monitoring and evaluation system for community service. Monitor the implementation of the NARYSEC programme. Conduct monthly visit to participants that are in leadership training and provide report. Conduct monitoring visits on a quarterly basis at training providers and workplaces, completing the skills development monitoring tools developed for this purpose. Coordinate attendance registers for institutional, workplace training on monthly basis. Compile and submit NARYSEC monthly reports as well as Provincial quarterly performance report with Portfolio of Evidence. Discuss NARYSEC challenges and ensure that remedial action is taken to address the challenges. Coordinate the collection and verify of top up allowance documentation in various institutions. Update NARYSEC database. Verify Persal list and submit monthly. Report community service for all NARYSEC participants. Report on fruitless and wasteful expenditure on monthly basis. Ensure that memorandums for freezing / unfreezing and termination are developed and submitted. Ensure filing management of information in each NARYSEC personal files. Develop Demand Management Plan in consultation with Finance and Supply Chain Management. Ensure that risk management register is developed and updated on monthly basis / quarterly basis. Manage human resources. Manage financial resources related to NARYSEC programme. Manage physical resources related to NARYSEC programme. Manage and coordinate exit strategy for NARYSEC participants. Consolidate database of NARYSEC participants in enterprise development. Coordinate engagement with various enterprise development stakeholder for opportunities. Ensure signing of memorandum of understanding with various stakeholders to submit NARYSEC exited participants. Consolidate referrals for NARYSEC participants for further assistance. Coordinate bursary opportunities for NARYSEC exited participants. Coordinate enterprise information sharing workshop. Coordinate registration of participants in various employment agencies. Consolidate and manage spreadsheet of NARYSEC participants for international study trips.

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

POST 10/15

: **DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2023/245**
 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**

: Free State (Bloemfontein)
 : 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 at 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. Manage 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
APPLICATIONS**

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

POST 10/16

: **SENIOR DATA TECHNOLOGIST REF NO: 3/2/1/2023/250**
 Directorate: Imagery and Topographic Data

SALARY

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

**CENTRE
REQUIREMENTS**

: Western Cape (Cape Town / Mowbray)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Information Technology / Software Development / Computer Science. Minimum of 3 years' experience at junior management level in Information Technology field. Experience in the design of new Information Technology solutions, modifying, enhancing or adapting existing systems. Team leadership experience. Database management. Project implementation. Understand principles of system design and development. Job related knowledge: Knowledge of Data Security, Archiving and Backup Systems. Knowledge of Oracle and Structured Query Language (SQL) Server database environments. Knowledge of database and models. Knowledge of Supply Chain Management procedure, tenders, specification writing, call for quotations. Knowledge of Project management Tools. Knowledge of Public Finance management Act (PFMA) and Database standard. Job related skills: Communication skills (verbal and written). Administrative skills. Public Financial Administration skills. Training skills. Project management skills. Stakeholder management skills. Experience in vendor liaison. Capability to interact with senior management. A valid driver's licence.

DUTIES

: Manage the integrity of geospatial data in the database. Ensures the integrity of the data in the database. Ensures the availability of the geospatial data and monitor compliance with the data model. Ensures implementation of the Geospatial Information standards and polices. Manage different geospatial datasets, risks and security thereof. Maintain versioning of data and digital archive. Provide statistics analyses of the data ingested. Commit data into the database once validated and ensure versioning of the data. Ensures all geospatial data is archived. Administering and monitoring data storage space and security. Facilitate the maintenance, support and upgrade of existing systems. Determine project cost, quality level and develop contingency plans. Adhere to financial legislations, regulations and review and monitor budget to ensure that the required financial procedures are adhered to. Ensures the maintenance and support of the information Technology (IT) equipment. Collaborate with stakeholders at all levels in the formulation of plans and activities to support project implementation. Identify potential points of resistance or confusion and develop specific plans to mitigate or address concern. Facilitate, perform web service management and development. Provide advice on a multiplicity of new software. Test and pilot new software. Compile and maintain an inventory of all software and systems assets and corresponding contacts and agreements. Support Management Information System (web application administration). Maintain an on-going development of the systems. Update and expand existing relevant web service / portals. Write SQL queries. Create business reports.

ENQUIRIES

: Ms B. Semoli Tel No: (021) 658 4356

- APPLICATIONS** : 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.
- NOTE** : African Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 10/17** : **PROJECT COORDINATOR: RURAL DEVELOPMENT REF NO: 3/2/1/2023/232**
Directorate: Rural Development
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Gauteng (Pretoria)
: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Architecture / Building Science or Construction / Quantity Surveying / Civil Engineering / Construction Management. Minimum of 3 years' experience in built environment. Job related knowledge: Budget planning and expenditure monitoring. Infrastructure planning and implementation. Monitoring and evaluation. Community mobilisation. Technical report writing. Computer aided engineering applications. Programme management. Research and development. Project principles and methodologies. Understanding of District Rural Development Plans (DRDP). Consensus building. Good knowledge, understanding and interpretation of budget management. Job related skills: Project management skills. Communication skills (verbal and written). Computer literacy. Leadership skills. Planning skills. People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills and Financial management skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Facilitate infrastructure projects (animal and veld management programmes) to support production. Ensure that all projects are executed according to Enterprise Project Management Office framework and policy. Ensure that all projects executed are fully completed on the project register. Plan, manage and evaluate specific activities to deliver the desired outcomes. Establish board stakeholder involvement. Report on project status and key milestones. Facilitate socio-economic infrastructure projects to support revitalisation of rural towns and villages. Define roles and responsibilities as well as expectations. Manage service level agreements with contractors. Develop operational and risk registers and implement risk register management action plans. Consolidate and manage the Demand Management plan. Manage the procurement of goods and services processes. Register and manage all goods and services delivery dates and invoices submission dates. Undertake Farmer Production Support Unit (FPSU) infrastructure projects in support of Agri-Parks programmes. Report on Presidential Infrastructure Coordinating Commission (PICC) progress report on a quarterly basis. Apply appropriate information systems to promote organisational knowledge. Create jobs through rural development initiatives. Promote community participation in all rural development initiatives through employment of local residents.
- ENQUIRIES APPLICATIONS** : Ms V Nemalili Tel No: (012) 337 3656
: Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 10/18** : **PROJECT COORDINATOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2023/254**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Directorate: District Office: North West (Dr Ruth Segomotsi Mompati)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate or Property Management / Law Property Law. Job Related Work Experience: Minimum of 3 years' supervisory experience in property management environment. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management ACT (PFMA). Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993 and any other law. Job related skills: Project management skills. Analytical skills. Computer literacy (Microsoft

Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Planning and organising skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations. A valid driver's licence and willingness to travel.

- DUTIES** : Coordinate investigations on state land use and maintenance. Conduct land use investigations. Provide Provincial State Land Vesting and Disposal Committee (PLSVDC) support to all state land custodians. Coordinate state land periodic verification. Process servitudes and prospecting applications. Facilitate surveying of immovable assets. Coordinate surveying of DALRRD state land and facilitate the transfer of state land. Administer and manage property leases. Finalise and facilitate signing of leases and caretaker agreements. Facilitate the capturing of newly acquired state properties on State Land Leasing System (SLLS), Develop lease schedule for all state properties, Coordinate and conduct inspection of state properties. Provide secretariat services to beneficiary selection committee. Maintain proper usage and maintenance of leased assets. Manage compliance with land management system and support to Districts. Ensure proper usage and maintenance of warehoused and leased assets. Maintain proper usage of movable assets. Manage assets verification pre and post transfer. Coordinate barcoding of assets. Secure and protect state properties against vandalism. Monitor lease or caretaker performance and duties as contractually specified.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 10/19 : **ASSISTANT DIRECTOR: MANAGEMENT SUPPORT SERVICES REF NO: 3/2/1/2023/225**
Directorate: Water Use and Irrigation Development

SALARY : R393 711 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years of experience at supervisory level in administration environment. Job related knowledge: Knowledge of supply chain management process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act. Preferential Procurement Policy Framework Act. 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. Time management skills. Communication skills (verbal and written). A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / review of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit draft minutes. Coordinate procurement of goods and services. Coordinate the compilation of the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies.

Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records Management policies. Develop administrative policies, procedures and provide inputs for policy development. Administer the coordination of human resource support services. Coordinate all training requirements and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that mid-term reviews and annual Employee Performance Management evaluations for the component are done in line with the Employee Performance Management and Development System (EPMDS) and policy.

**ENQUIRIES
APPLICATIONS**

: Ms MJ Gabriel Tel No: (012) 846 8567
: 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 10/20

: **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: 3/2/1/2023/227**
Directorate: Physical Security and Special Events

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09)
: Gauteng (Pretoria)
: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Security Risk Management / Policing. Minimum of 3 years of supervisory experience in security management and registered with Private Security Industry Regulatory Authority (PSIRA). Job related knowledge: Knowledge of Occupational Health and Safety issues. Understanding of Minimum Information Security Standards (MISS), Criminal Procedure Act, Control of Access to Public Premises and Vehicle Act, Protection of information Act, Public Finance Management Act. Knowledge of enabling legislation relating to security. Understanding of Minimum Physical Security Standards (MPSS). Job related skills: Communication skills (verbal and written). Liaison skills. Presentation skills. Investigation skills. A valid driver's licence. Willingness to travel extensively.

DUTIES

: Coordinate security training and awareness. Make appointments with relevant stakeholders / clients. Secure training facility. Provide training manuals. Provide attendance certificates. Coordinate and conduct Security Risk Assessments and Threat Risk Assessment (TRA's). Develop a TRA program. Receive request to conduct Physical Security Risk Assessments (TRA's). Provide TRA assessment reports. Monitor the implementation of recommendations on assessments. Conduct preliminary investigations of security breaches. Receive on security breaches (loss of assets). Register security breaches / incidents. Report the incident to management immediately. Conduct preliminary investigations. Interview the official and advise to go to the South African Police Services (SAPS) to obtain a case number. File and monitor information. Provide investigation reports. Coordinate physical security measures in the Department continually. Coordinate physical security measures in the Department. Implement Minimum Physical Security Standards (MPPS). Monitor key control measures. Monitor condition and maintenance of electronic security systems installed. Liaise with SAPS about physical security audits and measures to ensure effective security control measures. During procurement of the new building, conduct TRA. Involve SAPS if a need to identify the security risks. Liaise with SAPS about information on audit assessments.

**ENQUIRIES
APPLICATIONS**

: Mr AC Ferreira Tel No: (012) 312 915
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 10/21 : **ASSISTANT DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT REF NO: 3/2/1/2023/229**
 Directorate: Fraud Prevention and Ethics Management

SALARY : R393 711 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree in Internal Auditing / Risk Management / Criminology. Minimum of 3 years' experience in fraud awareness and prevention management as well as Ethics Management experience and interacting at operational and strategic level. Job related knowledge: Knowledge of corporate governance issues. Knowledge of Fraud Awareness and Prevention Management. Knowledge of Ethics Management. Knowledge of Public Service environment, Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership skills. Good computer literacy in Microsoft Office Suite. Proven project management skills. Excellent communications skills (verbal and written). Excellent facilitation skills. Training skills. Results oriented. Ability to work under pressure. Customer focus. A valid driver's licence. Team management.

DUTIES : Gather information to analyse fraud trends, patterns and also identify hotspots in the Department on an ongoing basis. Analyse the operational plans, audit queries, management reports, labour reports, forensic investigation reports, internal and external audit reports and any other report that will assist in the trend analysis and fraud hotspots identification. Assist in drafting a trend pattern analysis report on fraud and ethics in the Department. Conduct fraud risk assessment workshop and update fraud risk register on risk management software on an on-going basis and ensure effective Ethics Management. Assist in conducting research and environmental analysis before assessment are conducted. Ensure that environmental scanning of the Branches and Provinces which are assessed including research on trends of fraud and ethics risks is conducted. Facilitate the fraud risk assessment workshop where fraud risk are identified for provincial and national offices throughout the Department. Probe officials to be able to identify fraud risks and ensure action plans aligned to the risk. Capture all the fraud risk registers on risk management system software and ensure all the action plans which were provided manually are accurately captured. Draft reports on the outcome of the assessments for review by the Deputy Director. Conduct ethics risk assessments. Assist to promote anti-corruption by conducting fraud and ethics awareness workshops throughout the Department as per fraud preventions policy and plan operational plan. Analyse the relevant information to determine trends and patterns of crimes. Design posters, newsletters, pamphlets and other publications with anti-fraud and corruption messages. Facilitate fraud and ethics awareness sessions through the Department in collaboration with the Deputy Director. Conduct follow ups on implementation action plans. Review the progress as stated on the follow up register and capture them on risk software system. Follow-up on non-implemented action plans. Assist to compile quarterly reports for Risk Management Committee. Draw reports from the risk management software. Analyse the fraud risk register and make relevant charts. Assist with the reports to Risk Management Committee. Submit fraud risk management information to other relevant stakeholders when necessary. Assist to compile quarterly reports for Risk Management Committee. Assist in drafting fraud prevention and ethics management reports to be presented in the Back-Office meetings, Branch Management Meetings and Risk Management Committee when necessary. Report progress regarding the elimination of risks against the operation plans of the Department. Assist in developing the necessary templates to ensure effective reporting on the risk mitigations by the Branches. Assist in performing an analysis on the losses or potential losses including incidents that can negatively impact the Department. Ensure consistency with risk management practices and reporting throughout the Department. Provide assistance in risk report coordination and assist in any risk related information required by Risk Management Committee. Provide financial disclosure support to all designated employees. Assist all employees who are disclosing their financial interest with their usernames and passwords. Ensure that information disclosed by designated employees is verified for completeness and accuracy. Process all outside remunerative work applications. Receive all remunerative application work outside Public Services applications and analyze whether the application falls within the requirements.

Assist in drafting memorandum in conjunction with the Deputy Director for the reviewing and signing of the Director. Receive all correspondence and disseminate to the relevant applicants upon processing of the application. Keep record of applications processed by the Directorate for reporting to the relevant structures.

**ENQUIRIES
APPLICATIONS**

: Mr F Hlaluku Tel No: (012) 312 9519
: 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 White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 10/22

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2023/240**
Directorate: Restitution Finance and Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09)
: Gauteng (Pretoria)
: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 3 years supervisory experience in Logistics and Transport Services. Job related knowledge: Knowledge of Public Service policies and regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at levels of management. Ability to perform Supply Chain Management services. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Supervisory skills. Liaison skills. A valid driver's licence. LOGIS system controller certificate.

DUTIES

: Implement logistics management system, procedures, and processes. Manage users' profiles. Classify assets. Link supplier Item Control Number (ICN), unit price etc. Coordinate year end closure for audit purposes as required. Provide management information, statistics, and reports. Monitor movement of requests. Provide inputs on accruals, payables, and commitments for financial statements. Ensure Integrity of logistics system. Ensure compliance before capturing requests on the system. Ensure processing of orders. Ensure effective systems aimed at improving service turnaround time (0 to 9). Initiate payments for goods, services, and assets. Ensure payments within 30 days. Validate and reconcile payments for goods and services and assets. Manage creditors reconciliation. Manage fleet services and travel arrangements. Manage Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) requests. Reconcile payments against OFTAR and DOTR request. Administer Government Garage (GG) and subsidised vehicles. Ensure proper management of fleet and travel services.

**ENQUIRIES
APPLICATIONS**

: Mr TM Makhuto Tel No: (012) 407 4486
: 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 10/23

: **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/234**

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Directorate: District Office: Limpopo (Waterberg)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of 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.

DUTIES

: Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g. Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.

**ENQUIRIES
APPLICATIONS**

: Ms DT Machoga Tel No: (015) 495 1955
: Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

NOTE

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

POST 10/24

: **SENIOR STATE ACCOUNTANT REF NO: 3/2/1/2023/247**
Directorate: Restitution Finance and Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Gauteng (Pretoria)
: Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Financial Accounting / Financial Management / Internal Audit. Minimum of 2 years relevant financial experience. Job related knowledge: Knowledge of and experience in Basic Accounting System (BAS). Division of Revenue Act (DORA), Public Finance Management Act (PFMA) and Treasury Regulations and legislation relevant to Financial Accounting. Knowledge of Finance Administration, including legislation relevant to financial accounting, etc. Job related skills: Computer literacy (proficiency in Excel and Word). Analytical abilities. Good interpersonal skills. Communication skills (verbal and written). A valid driver's licence.

DUTIES

: Assist in compiling financial reports on restitution projects. Liaise with Regional Offices and other stakeholders. Liaise with Regional Land Claims Commission offices when and if necessary. Compile monthly reports on the commitment register and suspense account. On a monthly basis compile reports from the commitment register and the suspense account. On a quarterly / annual basis compile inputs for the Financial Statements and Annual Report. Coordinate, check and manage reconciliation of projects in the commitment register. Prepare quarterly reports for inputs to the Financial Statements (commitments, land purchase interest, bank accounts and contingencies) for input to the interim and Annual Financial Statement. Manage audit queries. Coordinate audit findings. Facilitate the timeous response to audit findings and ensure that set due dates are adhered to. Coordinate information requested by Office of the Auditor-General, Internal Audit, Special Investigation Unit and Forensic Auditors. Consolidate registers and payment records. Manage the reconciliation of projects between the Commitment Register, Summary Vote Sheet, XXX Reports, BAS and project files as needed. Update commitment register and land purchase register on a monthly basis. Update summary sheet and XXX Reports as needed. Compile General Journals in cases of the misallocations for corrections. Update the suspense account. Update Suspense Account summaries. Compile suspense account reports on monthly basis.

- ENQUIRIES APPLICATIONS** : Ms R Taole Tel No: (012) 407 4543
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 10/25** : **HUMAN RESOURCE PRACTITIONER: COLLECTIVE BARGAINING REF NO: 3/2/1/2023/228**
 Directorate: Employee Relations
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Labour Relations / Labour Law / Human Resource Management / Public Management / Public Administration. Minimum of 1 year experience. Job related knowledge: knowledge of human resource strategy, planning and systems. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Personnel and Salary Administration (PERSAL) control. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus skills. Computer literacy. A valid driver's licence.
- DUTIES** : Facilitate the prompt finalisation of grievances. Facilitate the finalisation of grievance cases and ensure that they are finalised within 30 / 45 working days / agreed upon timeframe from the date of receipt. Advise towards the resolution of grievances. Investigate and produce quality reports. Facilitate the implementation of outcomes. Facilitate prompt referral of grievances to the Executive Authority and Public Service Commission (PSC) when necessary. Implement PSC recommendations. Receive and capture grievances on database. Capture cases on PERSAL. Draft quarterly reports and memorandums to the Department of Public Service and Administration (DPSA), PSC and internally monthly report. Facilitate the prompt finalisation of misconduct cases. Opening and filing of misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary processes. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on PERSAL. Draft quarterly reports and memorandums to DPSA, PSC and internally monthly report. Facilitate the resolution of disputes. Represent the Department at conciliation and arbitrations. Obtain mandate to negotiate settlement agreement to resolve disputes where applicable. Ensure proper preparation and presentation of cases. Implement the outcomes of disputes. Assist in arranging consultations with Counsel. Assist in collective bargaining processes and labour relations reporting systems. Provide assistance with the Departmental Bargaining Counsel (DBC) meetings as requested. Attend policy consultation meeting as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce cordial relationship with shop stewards in area of responsibility.
- ENQUIRIES APPLICATIONS** : Ms M Sebela Tel No: (012) 319 6891
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 10/26** : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/233**
 Directorate: Financial and Supply Chain Management Services
- SALARY** : R269 214 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Commerce. Minimum of 1 year experience in financial management environment. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations and Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistis Information System (LOGIS) and A Complete and Comprehensive Program for Accounting Control (ACCPAC). Job related skills: Computer literacy. Communication skills (verbal and written). Planning and organising skills. Flexibility. Interpersonal relations.
<u>DUTIES</u>	:	Complete the general ledger reconciliation. Reconciliation of Farmers financial reports. Maintain and complete updated and accurate supplier information. Compile and distribute debtors' accounts / statements and letters of demand to debtors and follow up on monthly basis. Control the clearing, reconciliation and reporting on salary and related accounts. Assist with compilation and follow up of accruals for month end and year end closures. Ensure that payments are made within 30 days of receipt of claim and invoices. Check verify supplier invoices, reconcile supplier statements of claimant / supplier and allocation and matching field within 3 days of receiving invoices. Process claims and payments on Personnel and Salary Administration (PERSAL) and / or Logistics Information System (LOGIS) and / or BAS and / or A Complete and Comprehensive Program for Accounting Control (ACCPAC). Ensure all payments are compliant to the applicable laws, regulations, policies and standard operating procedures. Follow up on rejected payments until they are solved. Oversee compliation and submission of payment report on monthly and Annual Financial Statement (AFS) inputs. Administer the budget payment functions. Ensure full implementation of relevent policies and procedures. Assist with the provision of information for quarterly and annual reporting. Maintain and update register of irregular, fruitless and wastful expenditure and report to supervisor on monthly basis. Ensure official receives telephone bills and pay for private calls. Prepare month end reporting file (print trail balance, compile supporting documents and request supporting documents from other sections) and submit to supervisor. Ensure day end, month, year-end cash counts and reconciliation are performed and reviewed by supervisor. Ensure effective documents control and safeguard of financial records and payments. Stamp payment daily and record it in a register to avoid duplicate payments and quality control performed within one week. Provide internal control and reporting services. Compile and provide management information reports. Render management of outstanding debts of farmers. Assist with maintainance of general ledgers and reconciliations. Assist with the preparations of financial statements. Evaluate internal control systems and make necessary recommendations on best possible intervantions. Attend to internal and external audit request within the set timeframes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Maseko Tel No: (012) 337 3657
	:	Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
<u>NOTE</u>	:	Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
<u>POST 10/27</u>	:	<u>SENIOR GEOMATICS OFFICER REF NO: 3/2/1/2023/251</u> Directorate: Mapping Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07)
	:	Western Cape (Cape Town / Mowbray)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 3 years post qualification experience in a geomatics, geospatial or cadastral environment. Job related knowledge: Good Geographical Information Science (GISc) knowledge with regards to data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Mapping knowledge including feature identification and data representation. Knowledge of cartographic procedures. Good data and information management. Job related skills: Good computer literacy and Good communication skills (verbal and written). For Photogrammetric work must have good stereographic vision.
<u>DUTIES</u>	:	Capturing of different geospatial data into the Integrated Topographic Data. Interpret imagery and map the topographical features. Implement the

topological rules as defined. Capture the metadata for the topographic features. Classify and map the identified land cover classes by interpreting imagery. Quality check the accuracy of mapped land cover classes in accordance with requirements. Perform data manipulation according to the requirements and import to the database. Ensure maintain the geospatial data security in the database. Check all the errors found in the tape library (Hardware, Software). Check the security of the archives tapes at the storage and verify that are readable. Process and report on all the captured aerial imagery spatial flight plan (Photo, flight lines and boundary) in the database. Process the captured aerial imagery ground position system data into the database according to the allocated aerial imagery job. Acquire, process and produce geospatial information for all mapping purposes. Edit and manipulate geospatial data for creating maps. Prepare and import all the geospatial data for maps spatial environment. Process captured geographic names and other data required to produce a map. Apply defined cartographic generalization principles in producing the maps. Ensure compliance to standards and specifications at all times. Conduct and apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture and validate elevation data in accordance with standards and specifications. Perform quality and data verification on data at all times. Assist with archival of the final maps and geospatial data. Disseminate, promote and assure quality of geospatial information and services to clients. Provide correct geospatial information, create awareness and quality to clients in accordance with service delivery standards. Engage in awareness of geospatial information with internal and external clients. Prepare datasets of products and services for established vendors and district municipalities under limited supervision. Assist with stock management and stock recounts. Prepare and send invoices and quotations to clients. Perform administrative and related functions. Acquire, validate and process ancillary data for topographic mapping purposes. Collect and prepare base materials for field annotation for each map. Source the latest geospatial ancillary data and identify the changes detected on the previous edition map. Prepare digital field annotation and provide a list of features to be verified in the field. Process all the captured ancillary data by authenticating its accuracy for geographic names and their positions in the Integrated Topographic Data.

ENQUIRIES : Mr Y Rasonti Tel No: (021) 658 4300 / Ms M Denner Tel No: (021) 658 4334
APPLICATIONS : 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.

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

POST 10/28 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/252**

SALARY : R269 214 per annum (Level 07)
CENTRE : Directorate: District Office: Western Cape (Cape Town Metro / West Coast)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting skills. A valid driver's licence. Willingness to travel.

DUTIES : Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform

individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.

**ENQUIRIES
APPLICATIONS**

: Mr J Swart Tel No: (021) 409 0300
 : 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.

NOTE

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

POST 10/29

: **STATE ACCOUNTANT REF NO: 3/2/1/2023/248**
 Directorate: Restitution Finance and Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Financial Accounting / Financial Management / Internal Auditing. Minimum of 1 year relevant financial experience. Job related knowledge: Knowledge of and experience in Basic Accounting System (BAS). Knowledge of Finance Administration, including legislation relevant to Financial Accounting, Public Finance Management Act (PFMA) Treasury Regulations, etc. Knowledge of inputs to Financial Statements. Job related skills: Computer literacy (proficiently in Excel and Word). Analytical abilities. Good interpersonal skill. Communication skills (verbal and written).

DUTIES

: Manage Commitment Register of Restitution Projects. Update and balance the registers with information from BAS. Review financial reports and follow up on discrepancies with relevant stakeholders. Complete the commitment register age analysis. Adhoc reconciliation of project expenditure to ensure correctness. Review submissions for declaration of funds, reconcile projects, provide supporting information and submit for approval. Submit the register to Regional Offices for inputs. Review responses from Regional Offices and follow up on discrepancies. Manage Land Purchase Register on Restitution Land Purchases. Update and balance the registers with information from BAS. Update the interest receivable and reconcile with information from BAS. Follow up on outstanding Portfolio of Evidence (POE) for receivable interest. Prepare memorandum and update Land Purchase Registers on amounts written off. Provide allocations to Financial Accounting on interest received. Compare land transfers with receivable interest to ensure that all interest is accounted for. Assist with audit management. Assist the Audit Coordinator to gather and submit information on information requested by Auditors for all audits done in Restitution. Prepare inputs to the Interim / Annual Financial Statements. Prepare and submit inputs to the Interim and Annual Financial Statements on: Contingent liabilities for Restitution projects, advances paid to conveyancers, receivables and land and subsoil commitments.

**ENQUIRIES
APPLICATIONS**

: Ms R Taole Tel No: (012) 407 4543
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Batrix) Street, Arcadia, Pretoria, 0001.

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

POST 10/30 : **OFFICE ASSISTANT REF NO: 3/2/1/2023/259**

SALARY : R269 214 per annum (Level 07)
CENTRE : Office of The Chief Registrar Of Deeds: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours. Classified Secret Security Clearance.

DUTIES : Provides a secretarial / receptionist support service to the senior 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. In the process the job 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. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the senior 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 senior manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the senior manager and the unit where required. Collects, analyses and collates information requested by the senior manager. Clarifies instructions and notes on behalf of the senior manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the senior manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to senior manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the senior manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the senior manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the senior managers budget. Collects and coordinates all the documents that relate to the senior managers budget. Assists senior manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts senior 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 senior manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the senior 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 senior manager. Remains abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES** : Mr L Tshivhase Tel No: (012) 338 7211 or Mr A Strydom / Ms P Matsemela Tel No: (012) 338 7211
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 10/31** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/237**
Directorate: Land and Soil Management
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Western Cape (Bellville)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms. MR Ramukhesa Tel No: (021) 944 1422
APPLICATIONS : 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.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 10/32** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/238**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Directorate: Plant Health: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters

and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms T. Nonqane Tel No: (012) 319 6213
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 10/33 : **REGISTRY CLERK REF NO: 3/2/1/2023/249**
 Directorate: Quality Assurance and Administration

SALARY : R181 599 per annum (Level 05)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the Legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Job related skills: Planning and organizing skills. Computer literacy. Interpersonal relations. Flexibility. Communication skills (verbal and written). Ability to work in a team. Working under pressure and Meeting deadlines.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracking (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Revamp warn-out files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in the postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittance back to sender via registered post and record reference number in the register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

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

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

POST 10/34 : **FINANCE CLERK REF NO: 3/2/1/2023/253**
 Directorate: Quality Assurance and Administration

SALARY : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in Restitution. Job related knowledge: Basic Knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial systems (Personal and Salary Administration System (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Knowledge of Treasury Regulations. Job Related Skills: Computer literacy (Excel). Communication skills (verbal and written).
- DUTIES** : Perform account payable functions. Compilation of payment packages and attach relevant documents for processing. Submission of authorized payment packages for processing. Perform administrative support functions. Check Electronic Benefits Transfer (EBT) forms for completeness and correctness. Follow-up on registration of EBT'S. Closing of files. Update payment certificates with payment numbers on file and shared drive. Filing of payment packages. Scan declaration of interest to quality assure for filing. Financial reporting. Update EBT report. Update payment progress report.
- ENQUIRIES APPLICATIONS** : Mr. B Sibiyi Tel No: (012) 337 3629
: Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- NOTE** : African, Indian and White Males and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 10/35** : **DRIVER / MESSENGER REF NO: 3/2/1/2023/241**
Directorate: Inspection Services
- SALARY CENTRE REQUIREMENTS** : 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.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch / College or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
- ENQUIRIES APPLICATIONS** : Mr M. Mzenze Tel No: (012) 309 8745
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 10/36** : **MESSENGER REF NO: 3/2/1/2023/239**
Directorate: Plant Health
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 10 Certificate. No previous experience required. Job related skills: Computer literacy. Sound

organisational skills. Good people skills. Basic written communication skills. Client orientation and customer focus.

DUTIES

: Perform messenger functions. Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (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 from addressor. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in the delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.

ENQUIRIES

: Ms T. Nonqane Tel No: (012) 319 6213

APPLICATIONS

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

NOTE

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