

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	09 May 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 reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.</p>

ERRATUM: The position of Control Survey Technician with Ref No: 3/2/1/2023/185 for the Directorate: Mapping Services: Western Cape (Mowbray) that was advertised in Public Service Vacancy Circular 8 dated 03 March 2023 has reference. The position of Control Survey Technician with Ref No: 3/2/1/2023/185 has been withdrawn. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 14/01</u>	:	<u>DIRECTOR: CORPORATE SERVICES REF NO: 3/2/1/2023/313</u> Directorate: Corporate Services Re-advertisement, applicants who applied previously are encouraged to re-apply
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Human Resource Management (NQF Level 7). Minimum of 5 years' experience at middle / senior managerial level. Job related knowledge: Policy development and implementation. Knowledge of Public Service Regulations. Basic Conditions of Employment Act. Labour Relations Act. Public Service prescripts. Job related skills: Computer literacy. Communication skills (verbal and written). Presentation skills. Interpersonal skills. Project management skills. Financial management skills. Conflict management skills. Leadership skills. A valid driver's licence. Ability to work long hours.
<u>DUTIES</u>	:	Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implementation of policy objectives through programme implementation by DALRRD programme initiatives. Evaluate the effectiveness of the implementations of the initiatives and report to the delegated authority. Provide communication services. Render corporate and development communication services. Render marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide safety and security services within the Province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage security contracts. Manage compliance with Occupational Health and Safety Act (OHS). Conduct preliminary investigations on security matters. Manage records and information. Facilitate the implementation of records management policies, guidelines and procedures. Monitor and evaluate records management practices for compliance to sound records management practices. Provide and coordinate training on records administration. Administer and maintain database for status of Restitution Land Claims. Provide information technology support services. Identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Advise, liaise and coordinate with District corporate services on issues that may arise. Liaise with District Office on the implementation of corporate services issues. Provide guidance on the interpretation of policies, strategies and procedures. Coordinate employee information as required. Attend to queries. Ensure provincial compliance through management of information, risk and audit. Request progress reports on audit findings. Manage risk register for the Chief Directorate. Ensure compliance with regards to policies, directives, instruction, regulations, etc.
<u>ENQUIRIES APPLICATIONS</u>	:	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: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083

OTHER POSTS

<u>POST 14/02</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/324</u> Directorate: Coordination Of State And Land Reform Surveys Services
<u>SALARY</u>	:	R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's license.
<u>DUTIES</u>	:	Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms M Kekana Tel No: (012) 326 8050
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : Coloured Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 14/03** : **SCIENTIST MANAGER (GRADE A – B) REF NO: 3/2/1/2023/310**
Directorate: Genetic Resources
- SALARY** : R939 408 – R1 755 627 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Gauteng (Roodeplaat)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and MSc Degree or relevant qualification. Registered with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 6 years post qualification natural scientific experience. Job related knowledge: Programme and project management. Scientific methodologies and models pertaining to the plant variety evaluation system. Research and development in relation to evaluation of new plant varieties. Computer-aided scientific applications. Knowledge of legal compliance pertaining to evaluation of new varieties of plants. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Mentoring. Job related skills: Strategic capability and leadership skills. Decision-making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness. Computer literacy. Communication (verbal and written). Networking skills. Planning, organising and execution skills. Conflict management skills. People management skills. Change management skills. Problem solving and analysis skills. Willingness to work extended hours and to travel. A valid driver's license.
- DUTIES** : Develop and implement policies, systems and procedures pertaining to the national plant variety evaluation system. Monitor the development and revision of international Technical Guidelines and facilitate domestic implementation thereof. Facilitate South Africa's participation in the development of international technical guidelines in line with crops and expertise. Facilitate the development of national technical guidelines for identified taxa. Develop and maintain monitoring systems for breeder-based evaluations. Manage the allocation of crops to relevant scientists in accordance to expertise and available resources. Develop and review Standard Operating Procedures pertaining to Variety Control operations. Contribute in the development of policies, legislation and regulations pertaining to plant variety protection system and national variety listing. Provide strategic leadership and direction on national plant variety evaluation matters. Coordinate country inputs on technical matters negotiated and discussed at the International Union for the Protection of New Varieties of Plants (UPOV) / Southern African Development Community (SADC) and facilitate submission thereof to the relevant bodies. Represent the country in national, regional and international technical standards setting bodies, e.g UPOV Technical Working Parties, SADC Harmonisation Regulatory System, etc. Develop operational plans in line with departmental strategies and ensure implementation thereof. Develop and maintain relationships / collaborations on Distinctness, Uniformity and Stability (DUS) tests and trials at national, regional and international level. Liaise with relevant industries on policy and regulatory issues pertaining to DUS test and trials for granting of Plant Breeders' Rights and National Variety Listing. Coordinate scientific and technical information required in relation to appeals, objections, Promotion of Access to Information Act (PAIA), parliamentary questions, etc. Provide scientific and technical support and advice to the industry and stakeholders. Manage communication between Variety Control and Plant Breeders' Rights / variety listing applicants on matters pertaining to the evaluation of new varieties of plants. Manage Memorandum of understanding (MoUs), Service Level Agreements (SLAs) or Level of Agreements pertaining to projects on evaluation of new varieties of plants. Lead, coordinate and develop scientific models and regulatory frameworks pertaining to evaluation of new plant varieties. Review scientific

publications and UPOV technical reports, information documents, explanatory notes, etc. and ensure domestic implementation thereof. Continuously monitor timely preparation, planning / design as well as establishment and maintenance of DUS tests and trials for evaluation of new varieties of plants in accordance to UPOV prescripts. Monitor the implementation of proper and critical farming practices, availability of irrigation water, field selection, mechanical action to be implemented, chemical needs for pre-plant soil improvement, tools and equipment, irrigation design and installation. Monitor scientific efficiencies according to organisational goals and international obligations. Evaluate DUS reports and Variety Descriptions and compile final recommendation with regard to granting of Plant Breeders' Rights and National Listing for submission to the Office of the Registrars (Plant Breeders' Rights and Plant Improvement). Coordinate activities between Variety Control, Registrar: Plant Breeders' Rights Act and Registrar: Plant Improvement Act. Oversee the management of propagating material as well as databased registers and filing system relevant to the evaluation of new varieties of plants. Research and development in relation to evaluation of new plant varieties. Conduct and manage scientific evaluations, monitoring and collection of data pertaining to plant varieties evaluated for granting of Plant Breeders' Rights and National Listing. Lead, co-ordinate and conduct statistical analysis on South Africa in relation to the National Plant Variety System and national listing and present research findings to national, regional and international fora as applicable. Establish and maintain a national database on standard and candidate varieties established on breeders' premises and reference blocks. Evaluate information published in Plant Breeders' Rights and national variety listing registers and Journals and communicate any discrepancies to the relevant Scientist or Registrar. Compile mandatory UPOV technical reports on South Africa's plant variety evaluation system, including collaboration and agreements pertaining to DUS evaluations. Manage the resources of the sub-directorate. Human Capital Development. 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.

- ENQUIRIES** : Dr N Netnou-Nkoana Tel No: (012) 319 6024
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply
- POST 14/04** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2023/325**
Directorate: Legal Support
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : KwaZulu Natal (Pietermaritzburg)
- 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

: Mr S Ndlovu Tel No: (033) 355 8400
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

NOTE

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

POST 14/05 : **ANALYST DEVELOPMENT: APPLICATION DEVELOPMENT REF NO: 3/2/1/2023/304 (X2 POSTS)**
Directorate: Information Communication Technology (ICT) Solution Development

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 Bachelor's Degree / National Diploma in Computer Sciences / Engineering / Information Technology (IT) / Software Development. Minimum of 3 years' experience in Web Technologies and Scripting Tools (Java / Java 2 Enterprise Edition (J2EE), HyperText Markup Language (HTML), Javascript, Extensible Markup Language (XML) e.g. Enterprise JavaBeans (EJB) and Cascading Style Sheets (CSS), Jakarta Server Pages (JSP), Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Minimum of 3 years' experience in web development and object-oriented programming. Experience in Software Development Life Cycle (SDLC). Experience in relational databases. Job related knowledge: Application Servers: JBOSS, WebLogic, Glassfish, Tomcat and IIS. Working Knowledge in Object Oriented environment must have a thorough understanding of using MVC, exposure to Net-Beans, Eclipse, WebSphere, and reporting tools e.g. itext, jasper report and others. Knowledge of using design tools like UML, etc. Interpret business and functional requirements as well as to design and realize processes, data and technology. Process analysis and able to design conceptual architectures, technical uses and robust processes. Experience in performance, regression and integration testing. Job related skills Computer literacy. Communication skills (verbal and written). Analyst skills. Interpersonal skills. Problem solving skills. Organising skills. Ability to work independently as well as part of the team. Ability to mentor junior employee and interns to deliver quality solutions on time. A valid driver's licence.

DUTIES : Write functional and technical design specification document. Analyse information processing needs and plan and design computer systems, using data modelling techniques. Define the goals of the system and advise flowcharts and diagrams describing logical operational steps of programs. Design new systems including process flow, user interface, reports and security procedures. Evaluate and recommend appropriate web presentation and server-side technologies based on product needs and industry trends. Participate in Joint Application Development (JAB) and testing sessions. Work with key stakeholders to understand users' requirements, translating them into technical specification required for system development. Work with quality assurer to ensure high quality of delivered product. Provide thought leadership on business requirements related to application development. Coordinate and link the computer systems within an organisation to increase compatibility so that information can be shared. Review and quality assurer coding. Supervise and participate on coding scripting review and conclusion. Perform application systems code review to ensure technical quality and high-quality service to client / users. Conduct training on newly developed applications. Prepare training material for users of the new systems and conduct training. Evaluate training offered.

ENQUIRIES : Ms P Lekgau Tel No: (012) 407 4515

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

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

POST 14/06 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: 3/2/1/2023/305**
Directorate: National Rural Youth Service Corps (NARYSEC) Skills Development

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 National Diploma in Education and Training / Human Resource Development. Minimum of 3 years junior management experience in the skills development environment. Job related knowledge: Skills development legislation, skills development strategies, skills development planning, skills development implementation approaches, skills development quality assurance and monitoring, skills development certification processes, curriculum conceptualisation and development, research and reporting. Job related skills: Critical thinking and problem-solving skills. Planning and organising skills. Decision making skills. Communication skills (verbal and written). Influencing and leading. Delegation skills. Team work. Negotiation skills. Conflict management skills. Research skills. Report writing skills. Presentation skills. Stakeholder management skills. A valid driver's licence.
- DUTIES** : Assist with the strategic direction and oversight with the skills development implementation of the NARYSEC Programme. Assist with reviewing NARYSEC Skills Development Strategy and Standard Operating Procedures (SOPs) when required. Update the skills development statistics of the NARYSEC Programme. Draft and submit quarterly NARYSEC Skills Development current status reports. Monitor and quality assure the skills development implementation for the NARYSEC Programme. Quality assure provincial training approval submissions. Quality assure Portfolio of Evidence (PoE) submitted by provinces for Annual Performance Plan (APP) reporting. Assist with the quality implementation of skills development. Ensure that monitoring visits are conducted during roll-out of training programmes. Provide support with the skills development implementation for the NARYSEC Programme. Assist in the development of provincial skills development plans. Assist with the implementation of provincial skills development plans. Assist in ensuring the issuing of certificates to NARYSEC youth. Assist in ensuring that training providers submit claims. Manage and coordinate Annual Performance Plan (APP) skills development reporting for the NARYSEC programme. Establish and maintain strategic partnerships for the successful skills development implementation of the NARYSEC Programme. Assist in identifying and facilitating strategic partnerships. Assist with collaborating with partners on skills development initiatives. Research, source, organize and disseminate latest skills development information for improved skills development implementation of the NARYSEC Programme. Research relevant information pertaining to skills development. Source and organize relevant information pertaining to skills development. Communicate latest skills development information to the relevant NARYSEC staff.
- ENQUIRIES** : Mr J Ryk Tel No: (012) 312 9274
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured and Indian White Females and Persons with disabilities are encouraged to apply.
- POST 14/07** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2023/302**
Directorate: Forensic Investigations
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 Degree or National Diploma in Forensic Investigations / Law / Auditing / Forensic Accounting / Police Administration / Criminal Justice and / or related field. Minimum of 5 years credible and applicable experience in the Forensic Investigation field and Project management experience. Membership of Association of Certified Fraud Examiners (ACFE) or Institution of Commercial Forensic Practitioners (ICFP) is recommended. Job related knowledge: Project management best practice. The ACFE / ICFP Professional Standards. Forensic investigations methodologies and procedures. Job related skills: Communication skills (written and verbal), interviewing skills, analytical and problem-solving ability, staff and interpersonal

skills, project management skills, computer skills and investigation skills. A valid driver's licence.

DUTIES

: Participate in the compilation of the Forensic Investigations Directorate's strategic and operational plans. Participate in the compilation of the Forensic Investigations Directorate's operational plan by April each year. Compile the Forensic Investigations Directorate's operational and process risk registers by April each year. Implement the Forensic Investigations Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Forensic Investigations on a monthly basis. Participate in the compilations of the Forensic Investigations Directorate's annual internal case management registers by April each year. Manage the planning of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans. Manage the compilations on the electronic audit software of Planning Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic investigations on a weekly basis. Manage the investigation of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project plans. Manage the compilation on the electronic audit software of the Investigation Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the reporting of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project plans memoranda. Manage the compilation of the electronic audit software of the Reporting Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the Closure of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects plans and Follow-up on implementation by line management of recommendations of Forensic Investigations' reports of the annual and previous case management register projects. Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic investigations on a weekly basis. Analyse the line management's status of implementation of recommendations of the Forensic Investigations Directorate's reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Forensic Investigations Sub-Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an ongoing basis in line with Departmental prescripts.

**ENQUIRIES
APPLICATIONS**

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

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POST 14/08

: **PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A- C) REF NO: 3/2/1/2023/307**
Directorate: Planning Policy and Standards Development

SALARY

: R646 854 – R982 326 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE

: Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Minimum of 3 years post qualification Town and Regional Planning experience. Compulsory registration with South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional Planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills. Analytic skills. Creativity skills. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills and Knowledge management skills. A valid driver's licence.
- DUTIES** : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlements. Compile Spatial Developments Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Conduct research and development. Undertake continuous professional development to keep up with new technologies and procedures. Research / Literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies / councils on town and regional planning - related matters. Provide human capital development. Mentor, train and develop Candidate Town and Regional Planners and Town and Regional Planners to promote skills / knowledge transfer and adherence to sound town and regional planning principles and code of practice. Supervise town and regional planning and processes. Provide performance management and development. Provide office administration and budgeting. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement supply chain management and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.
- ENQUIRIES** : Mr A Hay Tel No: (012) 312 9666
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply
- POST 14/09** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2023/331**
Directorate: Food Safety and Quality Assurance
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R646 854 – R982 326 per annum, (The salary will be determined in accordance with OSD)
- CENTRE** : Western Cape (Stellenbosch)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Science Degree (BSc) (Honours) or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 3 years post qualification natural scientific experience. Job related knowledge: Knowledge of Public Service Regulations. Liquor Products Act, 1989 (Act No 60 of 1989). Knowledge of liquor products norms and standards, national and international. Knowledge of wine cultivars and different

types of liquor as defined in the Liquor Products Act. Knowledge of export and import procedures, compositional and labelling requirements of the Liquor Products Act. Knowledge of Wine Online export certification / information system. Knowledge of consignee country requirements for example European Union (EU), World Wine Trade Group (WWTG), ASIA, etc to evaluate logging additional analyses and compliance of lab request submission. Knowledge of the comparison and validation of Wine of Origin Scheme certification information. Knowledge and experience in the evaluation of analytical profiles, labels and composition of liquor products. Knowledge on international agreements, conventions, bilateral agreements and experience in national and international liaison. Knowledge and experience in development of norms and standards and drafting of legislation. Knowledge of and experience in interpretation of national and international standards. Knowledge of and experience in the drafting of technical correspondence regarding compliance with specific requirements of the Liquor Products Act. Knowledge in the operation of the following computer software packages: Microsoft Word, Excel, Office and WOL. Knowledge of client liaison and handling of telephone enquiries. Knowledge of legal compliance. Knowledge of wine cultivars and different type of liquor. Job related skills: Programme and project management skills. Scientific methodologies. Research and development. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high performance culture. Professional judgment. Presentation skills. Mentoring skills. Decision making skills. Team leadership skills. Analytical skills Creativity. Financial management skills. Customer focus and responsiveness. Computer literacy. People management skills. Planning and organising skills. Conflict management skills. Change management skills. Problem solving and analysis skills. Wine online helpdesk support and client liaison skills. Sensorial evaluation skills. Preparation of samples for sensorial evaluation skills (liquor products) by completion of the tasting list. Presentation of samples for sensorial evaluation by acting as chairperson, convener and presenter as the tasting panel. Liaison skills (national and international). Technical skills. Communication skills (verbal and written). A valid driver's license and the ability to drive.

DUTIES

: Develop and implement methodologies, policies, systems and procedures for liquor products. identify gaps / shortfalls and develop appropriate interventions. Draft norms and standards, legislation, regulations, policies and guidelines for liquor products in terms of the Liquor Products Act. Maintain export and import procedures. Provide scientific advice and support. Develop working relations with client base. Provide scientific data, information and advice to ensure appropriate intervention. Review scientific publications. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify need for new analysis methods / wine making techniques, additives and updated information management systems i.e. Laboratory Information Management System (LIMS), Wine Online. To perform scientific analysis and regulatory functions. Conduct scientific analysis of liquor products. Gather and interpret data, evaluate results and disseminate information. Coordinate the routine testing of liquor products. Develop and customise scientific techniques. Perform sensorial evaluation of liquor products. Evaluate and interpret analytical results. Preparation of data and routine interpretation / analysis of scientific data. Database and data management. Compile and issue reports. Coordinate waste management and discarding of samples. Perform health and safety audits and compliance checks. Research development. Continuous professional development to keep up with new technologies and procedures (attendance of seminars, workshops, training, external or internal presentations / articles). Research / literature studies to improve expertise. Present research findings (method development, additives, oenological practices, etc.). Liaise with relevant bodies / councils on science-related matters. Conduct basic and applied research (linking with the findings of the literature review, proceed as follows). Identify resource needs - equipment, consumables, personnel, lab space. Coordinate setting up the methods, validation of methods and validation reports. Training of personnel. Implement method for routine application. Human capital and development. Mentor, train and develop staff in order to promote skills / knowledge transfer and adherence to sound scientific principles and code of practices. Supervise scientific work and processes. Manage the performance and development of staff.

ENQUIRIES : Ms W Jonker Tel No: (021) 809 0374

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

POST 14/10 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2023/303**
Chief Directorate: Cadastral Advisory and Research Services

SALARY : R495 354 – R1 192 677 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and LLB Degree or as otherwise determined by the Minister of Justice and Correctional Services. Minimum of 8 years appropriate post qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Job related knowledge: Knowledge of South African law. Interpretation of Acts and Regulations. Departmental policies and procedures. Ability to interpret the law. Ability to research the law. Ability to apply the law to a set of facts. Job related skills: Communication skills (verbal and written). Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills. A valid driver's licence. Preparedness to travel.

DUTIES : Provides legal advice, research and opinion on matters regarding Cadastral Surveys and matter arising in the Branch. Consider queries and conduct research to establish whether the Branch has the locus standi and make recommendations. Research and investigate ways of dealing with the court process at hand. Research and provide information to units within the Chief Surveyor-General. Manage the preparation and settlement of an advice. Render professional advice to the Chief Surveyor-General, Surveyor-General, Chief Director's, Director's on all legal matters. Facilitate obtaining legal advice internally or externally, where necessary. Attend to litigious and non-litigious matter. Receive and peruse court processes. Instruct legal services to instruct the office of the State Attorney. Handle all legal matters arising in the Department including debt collections, legal opinions on National Geomatics Management Services issues, financial and human resource issues. Coordinate labour relation matters for referral to Head Office Labour Relations. Draft and edit new legislation and recommend amendments to existing legislation pertaining to geomatics. Collate information in accordance with the prescribed legislative procedure. Provide information and advice regarding the provisions of the legislation. Provide professional advice on the implementation of the legislation. Manage the publication of government notices for the purposes of implementation. Investigate concerns, proposals for amendment and streamlining of regulations. Provide professional support to statutory committees and boards where the office of the Chief Surveyor-General is involved. Assist Chief Surveyor-General with administration and control of Survey Regulations Board (SRB), Sectional Title related matter and the geomatic council. Render professional advice to the land administration bodies and provide legal support on projects. Provide legal advice to the Chief Surveyor-General, including advice on Rural Development and Land Reform and Land Tenure projects. Provide strategic approach, compliance and regulatory support to the Department. Draft, edit and negotiate agreements for the Branch. Manage the vetting and drafting of Branch to Branch service level agreements. Manage the vetting and preparation of Pupil Survey Officers' contracts. Advise the Branch on certain provisions of the Pupil Survey Officers (PSO) contract. Ensuring adherence with the provisions of the contracts which the Branch has entered into. Assist in administration of international boundaries in line with international treaties and international law. Attend Department of International Relations and Cooperation (DIRCO) meetings. Participate as members in Joint Technical Committee meetings, field meetings and field inspections. Assist in administration of South African International boundaries in compliance with legislation and international law. Assist in the investigation and resolving of anomalies in the Republic of South Africa international boundaries. Draft international treaties for considerations by DECOR.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8911

- 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 14/11** : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/319**
Directorate: District Office
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Limpopo (Vhembe)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Management / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory in the cooperatives and enterprise development. 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** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.
- ENQUIRIES APPLICATIONS** : Mr M Shai at 082 947 8491
: Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard street, Polokwane, 0700.

- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/12** : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/321**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Mpumalanga (Nkangala District)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Management / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory in the cooperatives and enterprise development. 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** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.
- ENQUIRIES APPLICATIONS** : Mr W Mambana Tel No: (013) 754 8032
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

- POST 14/13** : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/322**
 Directorate: District Office
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
 : Mpumalanga (Gert-Sibande District)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Management / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory in the cooperatives and enterprise development. 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** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.
- ENQUIRIES APPLICATIONS** : Mr W Mambana Tel No: (013) 754 8032
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

<u>POST 14/14</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2023/308</u> Directorate: Restitution Corporate Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Human Resource Management / Public Management. Minimum of 3 years' experience in Human Resource environment as a generalist. Supervisory experience a must. Job related knowledge: Knowledge of the Human Resource Legislation and policies, Public Service Regulations, Public Service Act, Employment Equity Act, Labour Relations Act etc. Introduction to Personnel and Salary Administration (PERSAL), Personnel Administration, Leave Administration certificate. Knowledge of Human Resource Management procedures. Public Service Code of Conduct. Job related skills: Communication skills (verbal and written). Excellent planning and organising skills. Corporate governance skills. Presentation and facilitation skills. Ability to produce management reports and presentations. Supervisory skills. Interpersonal skills. A valid driver's licence.
<u>DUTIES</u>	:	Advise and assist managers with recruitment, selection, appointments, relocations, transfers, secondments and employee health and wellness. Compile memorandums to advertise posts. Compile selection committee memorandums. Compile appointment memorandums as well as relocations and transfers within and outside the Department. Compile secondments memorandums. Liaise whenever there is a wellness case. Refer employees to health and wellness section. Assist in management of performance rewards and expenditure (Compile incentive memorandums for the Branch and consolidate summary sheet level 1 - 14). Check budget availability from finance. Distribute budget to the Branches (Provincial Shared Service Centres: Human Resource Management). Request completed summary sheet from regions. Compile summary sheet for the Chief Land Claims Commissioner office. Consolidate summary sheet for all regions and compile one incentive memorandum. Ensure the process of Employee Performance Management and Development System is implemented timeously in the Chief Land Claims Commissioner and the regions for salary levels 1 – 14, coordinate appeals for the Branches emanating from moderating committees, advise and compile outcome letters. Conduct the process in terms of the Branch calendar for levels 1 – 12. Coordinate appeals. Conduct moderating committee for level 13 for the Branch and coordinate for level 14. Leave administration and capturing of leaves and approval on PERSAL, advise on medical and housing matters, conduct leave investigation, compile monthly management Human Resource Management leave report. Capturing of leaves and approval on PERSAL. Advise staff on medical and housing both rental and homeowner. Conduct leave investigation whenever requested by management. Compile management monthly report on Human Resource Management and labour related matters. Coordinate training in the Chief Land Claims Commissioner office, advise on labour matters, compile stats on labour cases and training. Sensitise employee via Chief Land Claims Commissioner group e-mail to submit whenever there is training available at National Office. Advise management and fellow employees regarding functioning of labour relations issues such as grievances and written warnings and also incapacity handling. Compile monthly and annual statistics for the Branch regarding training and labour relations. Provide monthly and quarterly reports and statistics to the management. Submit monthly reports for recruitment, appointments, transfers, performance management and other issues as per request.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Phakedi Tel No: (012) 407 4449 Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 14/15 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2023/318**
Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: North West (Mmabatho)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management. Personnel and Salary Administration (PERSAL) certificate, PERSAL Leave Administration certificate. Knowledge and experience in pension administration. Minimum of 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Knowledge of the Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions, Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA), Public Finance Management Act. Job related skills: Computer skills, Report writing skills, Communication skills, Interpersonal skills and Problem-solving skills. A valid driver's licence.

DUTIES : Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. Housing, Acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDPs). Consolidate Provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate Provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorize implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting's process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary

cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievance within the prescribed period.

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

POST 14/16

: **RESOURCE CONSERVATION INSPECTOR REF NO:3/2/1/2023/311**
Directorate: Climate Change and Disaster Risk Reduction

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Northern Cape (Upington)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Environmental Management. Minimum of 2 years relevant experience. Job related knowledge: Agricultural Pest Act. National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Protected Areas Act. Knowledge of policy development. Public Service Act. Public Service Regulations. Public Finance Management Act (PFMA). Labour Relations Act. Water Act and Geographic Information System (GIS). Knowledge of project planning and management. Job related skills: GIS skills. Policy development and analysis skills. Monitoring and research skills. Leadership skills. Negotiation skills. Communication skills (verbal and written). Presentation and report writing skills. Inspection and auditing knowledge skills. Problem solving and analysis skills. Facilitation and coordination skills. Computer skills. Ability to act with tact and discretion. Willingness to work extended hours and travel extensively. A valid driver's licence.

DUTIES

: Assess, activate and monitor locust outbreak (control). Response to locust outbreak reported to verify the outbreak. Conduct the ecological risk assessment of the area. Organise and plan control. Inspection and monitor control units. Conduct post control evaluation (impact assessment). Identifying and make recommendation for research needs. Manage the storage of chemicals in district locust area. Assess, execute and monitor blackfly outbreak. Monitor and evaluate blackfly larvae population. Identify the position of the rapids (control site). Administer trails to determine the dosage rate for each rapid in preparation of the control operations. Execute control operation. Conduct post control monitoring and evaluation to determine the impact of the control action. Identifying and make recommendation for research needs / challenges and solution. Assess, execute and monitor quelea (bird) outbreak and armyworm. Response to outbreak report for verification. Conduct the pre control inspection / evaluation to determine the extent of the outbreak. Conduct the ecological risk assessment of the area. Plan, organise, co-ordinate and manage control operation. Conduct post control monitoring for remediation / sanitary and evaluation of the impact. Identifying and make recommendations for research needs / challenges and solutions. Conduct training and awareness campaigns. Training of prospective migratory pest outbreak controllers. Conduct awareness campaign.

**ENQUIRIES
APPLICATIONS**

: Mr DJ Tladi Tel No: (012) 319 6717
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 14/17 : **RESOURCE CONSERVATION INSPECTOR REF NO: 3/2/1/2023/312**
 Directorate: Climate Change and Disaster Risk Reduction

SALARY : R331 188 per annum (Level 08)
CENTRE : Northern Cape (De Aar)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Environmental Management. Minimum of 2 years relevant experience. Job related knowledge: Agricultural Pest Act. National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Protected Areas Act. Knowledge of policy development. Public Service Act. Public Service Regulations. Public Finance Management Act (PFMA). Labour Relations Act. Water Act and Geographic Information System (GIS). Knowledge of project planning and management. Job related skills: GIS skills. Policy development and analysis skills. Monitoring and research skills. Leadership skills. Negotiation skills. Communication skills (verbal and written). Presentation and report writing skills. Inspection and auditing knowledge skills. Problem solving and analysis skills. Facilitation and coordination skills. Computer skills. Ability to act with tact and discretion. Willingness to work extended hours and travel extensively. A valid driver's licence.

DUTIES : Assess, activate and monitor locust outbreak (control). Response to locust outbreak reported to verify the outbreak. Conduct the ecological risk assessment of the area. Organise and plan control. Inspection and monitor control units. Conduct post control evaluation (impact assessment). Identifying and make recommendation for research needs. Manage the storage of chemicals in district locust area. Assess, execute and monitor blackfly outbreak. Monitor and evaluate blackfly larvae population. Identify the position of the rapids (control site). Administer trails to determine the dosage rate for each rapid in preparation of the control operations. Execute control operation. Conduct post control monitoring and evaluation to determine the impact of the control action. Identifying and make recommendation for research needs / challenges and solution. Assess, execute and monitor quelea (bird) outbreak and armyworm. Response to outbreak report for verification. Conduct the pre control inspection / evaluation to determine the extent of the outbreak. Conduct the ecological risk assessment of the area. Plan, organise, co-ordinate and manage control operation. Conduct post control monitoring for remediation / sanitary and evaluation of the impact. Identifying and make recommendations for research needs / challenges and solutions. Conduct training and awareness campaigns. Training of prospective migratory pest outbreak controllers. Conduct awareness campaign.

ENQUIRIES : Mr DJ Tladi Tel No: (012) 319 6717
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 14/18 : **SENIOR COMMUNICATION OFFICER REF NO: 3/2/1/2023/317**
 Directorate: Corporate Services

SALARY : R331 188 per annum (Level 08)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Communication / Journalism / Public Relations / Marketing. Minimum of 2 years' experience in a communication environment. Job related knowledge: Policy and legislation governing communication. Job related skills: Computer literacy. Organising skills. Problem solving skills. Time management skills. Communication skills (verbal and written). Analytical skills. Presentation skills. A valid driver's licence. Ability and willingness to travel extensively. Ability to work efficiently and effectively at all times.

DUTIES : Assist in the development of content management strategies for websites. Assist in the development of the Department's on-line communication plan and other branding elements. Provide pictorial material and successful projects for

publication on both departmental Facebook page and website. Deal with queries with respect to on-line communication. Implement communications strategy in relation to our client liaison master plan. Respond to media enquiries in accordance with standard operation procedures of communication. Assist in the development of methods to enhance on-line communication. Implement on-line communications norms and standards. Provide pictorial material and successful projects for publication on both departmental Facebook page and website. Develop database for various stakeholders and administer communication system. Update of Media Database that are existing and active in the North West Province. Strengthen good working relationship with media houses for positive coverage. Manage website and intranet content by liaising with various Branches. Use all available communication media to maintain the target groups support. Quality assurance on material from Branches for publication.

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

POST 14/19

: **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/328**
 Directorate: Financial and Supply Chain Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
 : KwaZulu Natal (Pietermaritzburg)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years of experience in Procurement Administration / Acquisition Management / Provisioning Administration. Job related knowledge: Knowledge of supply chain management with emphasis on procurement administration and Government and Construction Industry Development Board (CIDB) procurement policies. Knowledge of Transversal contracts and the Public Finance Management Act (PFMA), Treasury Regulations and Relevant prescripts. Knowledge of the Logistical Information System (LOGIS), Accounting Packages (ACCPAC) and Basic Accounting System (BAS) transversal systems. Job related skills: Computer literacy skills. Communications skills (verbal and written). Interpersonal relations. Analytical skills. Teamwork. Working under pressure. Meeting deadlines.

DUTIES

: Facilitate demand management services. Conduct and analyse market per commodity. Coordinate and review procurement and demand management plan. Receive and check compliance of all procurement requests from clients. Provide support in drafting of specifications. Compile and update procurement and demand plan progress reports. Implement the quotation process. Manage sourcing of quotations amounting up to R1 000 000.00, using the electronic departmental database Central Supplier Database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury supplier database. Arrange and facilitate BID specification where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000. Coordinate documentation for approval. Coordinate appointment letter and update registers. Implement the Bidding process. Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Opening bids and recording on relevant systems / websites. Prepare comparatives schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Facilitate evaluation committee meetings. Compile and where necessary check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretarial duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurements plan.

		Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare Standard Bid Document (SBD 7.1 and 7.2) and sign off. Facilitate service level agreement.
<u>ENQUIRIES</u>	:	Mr B Magudulela Tel No: (033) 264 9500
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	African and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
<u>POST 14/20</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/301</u> Directorate: Policy Research and Analysis
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
<u>DUTIES</u>	:	Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<u>ENQUIRIES</u>	:	Mr P Ndzukula Tel No: (012) 312 8089 / 060 972 9480
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 14/21</u>	:	<u>OFFICE ASSISTANT REF NO: 3/2/1/2023/320</u> Chief Directorate: Provincial Office
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial Studies / Office Administration / Management. Minimum of 1-year

experience in rendering secretariat and support services to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures. Telephone etiquette and basic knowledge on financial administration. Job related skills: 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 situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and must have Classified Secret Security Clearance.

DUTIES

: Provide a secretariat / receptionist support service to the Chief Director. Receive telephone calls in an environment where in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilise 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. Coordinate with and sensitise / advise the Chief Director regarding engagements. Compile realistic schedules for appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g: progress, monthly and management reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the Chief Director and the unit where required. Collect, analyse and collate information requested by the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle procurement of standard items like, stationary, refreshments etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him / her on the contents. Record minutes / decisions and communicate to relevant role-players and follow-up progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Support the Chief Director with the administration for the Chief Director's budget. Collect and coordinates all the documents that relate to the Chief Director's budget. Assist the Chief Director in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keep records for expenditure commitments, monitors expenditure and alerts the Chief Director of possible over and under spending. Check and correlate Basic Accounting system (BAS) reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles draft memorandums for this purpose. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Study the relevant Public Service and Departmental Prescripts / Policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regards to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Chief Director. Remain abreast with the procedures and processes that apply in the office of the Chief Director.

ENQUIRIES
APPLICATIONS

: Ms PS Sihlabela Tel No: (013) 754 8027
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

NOTE

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

- POST 14/22** : **REGISTRY CLERK (SUPERVISOR) REF NO: 3/2/1/2023/326**
 Directorate: Corporate Services
- SALARY** : R269 214 per annum (Level 07)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of work in registry. Job related skills: Planning and organization skills. Computer literacy. Language skills. Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and close files according to the record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and 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. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messenger to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivery and signs over remittance to finance. Send wrong remittance back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and 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. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Ms N Zimu Tel No: (033) 264 9500 / 22
APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured and Indian Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 14/23** : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/327**
 Directorate: Financial and Supply Chain Management Services
- SALARY** : R269 214 per annum (Level 07)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
- DUTIES** : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation

of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES
APPLICATIONS

: Ms N. Mokoena Tel No: (033) 264 9500
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE

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

POST 14/24

: **SENIOR GEOMATICS OFFICER REF NO: 3/2/1/2023/330**
Directorate: Geo-Spatial Information and Professional Support

SALARY
CENTRE
REQUIREMENTS

: R269 214 per annum (Level 07)
: Western Cape (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.

DUTIES

: 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 G Chandler Tel No: (021) 658 4374 / 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 14/25 : **SECRETARY REF NO: 3/2/1/2023/306**
 Chief Directorate: Technology Research and Development

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

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

ENQUIRIES : Ms B Sithole Tel No: (012) 312 9319
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 14/26** : **SECRETARY REF NO: 3/2/1/2023/314**
Directorate: Financial And Supply Chain Management Services
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant Director. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the Director. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES** : Mr S Maseko Tel No: (012) 337 3655
APPLICATIONS : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/27** : **REGISTRY CLERK REF NO: 3/2/1/2023/315**
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. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot

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

ENQUIRIES : Mr B Sibiyi Tel No: (012) 337 3629
APPLICATIONS : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaracdia 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 14/28 : **PUPIL CADASTRAL OFFICER REF NO: 3/2/1/2023/316**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R181 599 per annum (Level 05)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's office procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Analysing skills. Reporting writing skills. Interpersonal skills. Communication skills (verbal and written). Computer skills. Presentation skills. Good organising skills.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents. Capture numeric and do consistency check for newly submitted cadastral documents. Update database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Capture and verify historical cadastral documents. Maintain and endorse cadastral documents in accordance with prescribes legislated processes and standard operating procedures. Perform withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Conduct technical examination of cadastral documents in accordance with standard operating procedures. Check designations of newly submitted lodgements. Perform technical examination of diagrams and general plans. Perform technical examination of survey record. Perform technical examination of sectional title plans. Supply cadastral survey information and documentation to internal and external clients. Retrieve and supply cadastral information and other maps to clients. Research information pertaining to survey for clients and land reform. Capture, maintain and update cadastral spatial data in the Cadastral Spatial Information System databases. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.

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

POST 14/29 : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2023/323V (X2 POSTS)**
Directorate: Financial and Supply Chain Management Services

SALARY : R181 599 per annum (Level 05)
CENTRE : Free State (Bloemfontein)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. related knowledge: Knowledge of Public Sector procurement processes. Supply Chain Management Policy Framework or Guide to Accounting Officers. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations and other Supply Chain Management prescript. Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Good interpersonal relation skills. Organising and Office administration skills. Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
- DUTIES** : Process payment on Logistic System. Capture payments in Logistic System. Process payments within 30 days. Capture correct information on the systems such as quantities in the order. Report system related payments queries to the sub / system controller. Render fleet services and travel arrangements. Process Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Issue Government Garage (GG) and departmental vehicles. Apply internal financial control measures. Provide information of Annual Financial Statements reporting. Comply with all applicable prescripts. Comply with control measures to ensure all invoices are paid on time. Process orders. Capture and approve requisitions as and when received. Ensure that orders are placed as per the request. Verify Item Control Number (ICN) codes are captured correctly.
- ENQUIRIES** : Mr L Mokoena Tel No: (051) 400 4200
- APPLICATIONS** : 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** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 14/30** : **AUXILIARY SERVICE OFFICER REF NO: 3/2/1/2023/329**
Directorate: Examination Services
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and Cadastral documents. Job related skills: Good interpersonal relations skills, good communication skills (written and verbal), computer software skills and good organising skills.
- DUTIES** : Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Reproduce cadastral documents for registration copies. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all documents vaults. Ensure that worn-out hanging strips are replaced, and damaged documents are repaired. Provide cadastral information to internal and external clients. Extract and deliver documents requested by staff manning and public counters on behalf of external clients. Supply cadastral information to external clients. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct captured errors / omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file all these documents in their respective documents' vaults. Conduct a random check of the state of filing as well as the state documents. Archive newly approved cadastral documents and refill old documents. Insert mark out boards and dummy trips in the place of extracted documents.
- ENQUIRIES** : Ms N Malinga Tel No: (021) 465 7358
- 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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/31** : **FARM AID REF NO: 3/2/1/2023/309**
Directorate: Inspection Services
- SALARY** : R107 196 per annum (Level 02)
CENTRE : North West (Buffelspoort)
REQUIREMENTS : Applicants must be in possession of NQF Level 1 or 2 (Adult Basic Education and Training Level 2 / 3 Certificate). No experience required. Basic numeracy skills. Basic literacy skills. Willingness to work extended hours.
- DUTIES** : Perform general activities in respect of crop production through Inter alia the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, hoeing, etc. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Tending of crops / orchards / vineyards e.g. pruning, weeding etc. Perform general activities in respect of livestock through Inter alia the following: Care of sick livestock. Dipping, vaccination and dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering and culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds. Feeding, milking and cleaning of water troughs for livestock. Perform general activities which would include inter alia the following: Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Maintain equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading / off loading. Perform general activities in respect of infrastructure which would include inter alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, building etc. Maintain windmills and water supply system.
- ENQUIRIES** : Mr T Pongolo Tel No: (021) 809 1640
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, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.