

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 09 June 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.
- ERRATUM:** Kindly note the posts of Senior Administrative Officer with Ref No: 3/2/1/2022/685 for the Directorate: Quality Assurance and Administration: KwaZulu Natal that was advertised in Public Service Vacancy Circular 44 dated

18 November 2022 and the position of Control Survey Technician with Ref No: 3/2/1/2023/360 for the Directorate: Survey Services of that was advertised in Public Service Vacancy Circular 16 dated 12 May 2023 has reference. The positions of Senior Administrative Officer with Ref No: 3/2/1/2022/685 and Control Survey Technician with Ref No: 3/2/1/2023/360 has been withdrawn. The Department apologises for any inconvenience caused

MANAGEMENT ECHELON

- POST 18/01** : **DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES**
REF NO: 3/2/1/2023/387
Directorate: Finance and Supply Chain Management Services
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Successful Completion of Pre-Entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management / Accounting / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics / Supply Chain Management) (NQF 7). Minimum of 5 years' experience at middle / senior managerial level in relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's licence.
- DUTIES** : Ensure compliance to financial management standards by adhering to policies and guidelines: Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard to finance on an-going basis. Develop Policies, systems, procedures and processes for effective implementation financial accounting and reporting services. Oversee financial support services: Manage financial accounting of the department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversee supply chain, facilities and office administration: Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
- ENQUIRIES** : Ms V Nemalili Tel No: (012) 337 3656
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X09, Hatfield, 0028 or hand delivered during office hours to: Suncardia Building, 6th floor, 524 Corner Steve Biko and Stanza Bopape Street, Arcadia

OTHER POSTS

- POST 18/02** : **DEPUTY DIRECTOR: OPERATIONS AND INFRASTRUCTURE REF**
NO: 3/2/1/2023/230
Directorate: Information Communication Technology (ICT) Service Delivery Operations
- SALARY** : R811 560 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 a possession of a Grade 12 Certificate and Bachelor Degree / National Diploma in Computer Science / Informatics / Information Technology. Microsoft Certified Systems Engineer (MCSE) / Microsoft Certified Information Technology Professional (MCITP) Certificate. Project Management Body of Knowledge (PMBOK) / Projects in Controlled Environments (Prince 2) Certificates. Minimum of 3 years of experience in Data Centre / Server room environment. Planning, coordination, control and support of DALRRD server environment. Management of storage, backup and tape utilisation. Coordination of dark periods (maintenance) on production servers. Knowledge of Project Management for all projects related to the server environment. Ensuring policies and procedures are in place within the server environment. Monitor the data centre air-conditioning and generator support. Manage the exchange / e-mail services environment. Maintain production environment availability. Manage user entry and exit. User account management (Active director). Operating licence management. Manage Domain Name System (DNS) domain controllers. Manage and monitor the internal DNS. Server room environmental monitoring. Manage and monitor server resource availability. Alternative power source management. Job related knowledge: User account management (active directory). Operating licence management. Exchange / e-mail services environment. DNS and domain controllers. Server room environmental monitoring. Server resource availability and capacity planning. Alternative power source management. Job related skills: Management skills. Planning skills. Organising skills. Analysing skills. Interpersonal skills. Leadership skills. Report writing skills. Communication skills (verbal and written).Willingness to travel. A valid driver's licence.

DUTIES

: Monitor departmental ICT environment and strategy and conduct research to provide solutions to the DALRRD, Provincial Department of Agriculture (PDA), other National Departments, maintenance, implementation and integration. Provide requirements and specifications / need analysis / business cases for procurement of ICT related goods and services and serve on State Information Technology Agency (SITA) / Bid tender evaluation / adjudication committees. Ensure that ICT operating infrastructure is an operational environment for the following: DALRRD, PDA's, Agricultural Research Council (ARC), Embassy, Private Organisations, Non-Government Organizations (NGO), Municipalities, International, Imports, Exports, Wines of South Africa (WoSA) etc. Manage resources such as policies, processes, equipment and a team of professionals and service providers, directly or indirectly that are necessary to perform and deliver ICT solutions (servers and backup of electronic information on servers). Ensure quality control and service delivery in accordance with internal standards, requirements and specifications. Formulate work breakdown structures and schedule ICT projects. Manage and control ICT projects during implementation. Plan, control and coordinate ICT initiatives related to DALRRD. Manage change control, knowledge management and master information systems plan. Monitor and evaluate contracts and ICT procurement. Assess customer needs and ensure integration of customer needs. Responsible for ICT oversight of major projects running in the DALRRD. Manage mentorship programme of any trainee / mentee that is appointed at ICT. Policy development and service improvement plan development. Ensure availability of email services within the Department. Ensure ICT service continuity within the Department.

ENQUIRIES

: Ms HA Vermaak Tel No: (012) 319 6202

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 African and Indian Females and Persons with disabilities are encouraged to apply

POST 18/03

: **PROJECT COORDINATOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2023/389**

SALARY CENTRE

: R527 298 per annum (Level 10)
: Directorate: District Office: Eastern Cape (Chris Hani District)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri-Business / Agricultural Management /

B Com. Agriculture / Agri-Business. Minimum of 3 years relevant experience at supervisory level. Job related knowledge: Knowledge of the Departments policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring and Evaluation techniques. Knowledge and understanding of Government Development Policies e.g National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good Corporate Governance Principles. Knowledge in Human and Financial Management. Job related skills: Project management skills. Communication skills (verbal and written). Agricultural development skills. Conflict management skills. Stakeholder mobilisation. Financial management skills. Computer literacy. Information management and Analytical skills. A valid drivers' license.

- DUTIES** : Assist in facilitating the development, review and management of policies and programmes for Land Development and Post Settlement support. Assist in facilitating the engagement with relevant stakeholders on policy matters. Assist in facilitating capacity building session for officials and stakeholders on policies and programmes developed. Participate in the development and review of Standard Operating Procedures (SOP). Assist with the implementation of projects for the development of procedures towards commercialization. Co-ordinate the process of identifying procedures to be supported. Assist in the establishment and management of partnership between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilization of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Facilitate the development and approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and development of business plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of approval documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies / SOPs. Present the submission to the relevant committees and structures. Facilitate the effective promotion and practice of good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Manage human and financial resources in line with relevant policy and legislative framework. Mitigate identified operation and fraud risks. Implement internal and external controls in line with the policies.
- ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018136
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply

POST 18/04 : **SENIOR PROJECT OFFICER: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2023/390**

SALARY : R359 517 per annum (Level 08)

CENTRE : Directorate: District Office: Eastern Cape (Chris Hani District)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri-Business / Agricultural Management / B Com. Agriculture / Agri-Business. Minimum of 2 years relevant experience. Job related knowledge: Knowledge of the Departments policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring and Evaluation techniques. Knowledge and understanding of Government Development Policies e.g: National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good corporate governance principles. Knowledge in human and financial management. Job related skills: Project management skills. Communication skills (verbal and written). Agricultural development skills. Conflict management skills. Stakeholder mobilisation. Financial management skills. Computer literacy. Information management and analytical skills. A valid driver's license.

DUTIES : Implement projects for the development of producers towards commercialization. Assist with coordinating the process of identifying

producers to be supported. Assist in the establishment and management of partnerships between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Assist in facilitating resource mapping and mobilization of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Assist in facilitation of the development and approval of project registers. Assist in facilitation of farm assessments and feasibility studies. Compile reports and assist in the development of business plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of approval documents. Ensure alignment and compliance of submissions to the policies / Standard operating procedures (SOPs). Present the submissions to the relevant committees and structures. Adhere to effective promotion of good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Adhere to relevant prescripts and legislative framework (human and financial resources). Assist in mitigation of the identified operational and fraud risks. Adhere to internal and external controls in line with the policies.

ENQUIRIES APPLICATIONS : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018136
 : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

POST 18/05 : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2023/392**
 Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
 : Free State (Bloemfontein)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) Support. Experience with hardware and software. Experience with network support. Experience in IT technical support. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) network services. Information Technology Acts and Policies. Government ICT systems. Understanding management of information and the formal reporting system. Internal systems change control. Job related skills: Planning skills, Organising skills, Communication skills (written and verbal), Advanced computer skills, Project management skills and Interpersonal skills.

DUTIES : Provide IT Network Support. Monitor the data lines and identified down data lines. First line support on network calls logged by Helpdesk. Investigate, fix or report network points not working. Registration of mainframe users. Coordinate IT network support with internal and external parties. Investigate, fix or report network points not working. Installation of switches or routers when required. Monitor network and report any anomalies. Investigation of new network requirements with senior network specialist. Create reporting status reports. Make recommendations for network improvements. Investigation on required local area network (LAN) / wide area network (WAN) applications. Create monitoring report on different WAN status. Create monitoring report on Telkom data lines. Document and maintain network equipment and configurations. Create / design document on LAN infrastructure. Configurations and installation of LAN / WAN equipment. Internet Protocol (IP) management of the network. Ensure that cabling is done according to agreed standards and quality. Signoff work done by third parties. Quality assurance on work done. Testing and labelling of network points.

ENQUIRIES APPLICATIONS : Mr N Du Toit Tel No: (051) 400 4200
 : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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

<u>POST 18/06</u>	:	<u>OFFICE ASSISTANT REF NO: 3/2/1/2023/385</u>
		Branch: Rural Development
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<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 Classified Secret Security Clearance.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (012) 312 9295

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 18/07** : **STATE ACCOUNTANT: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) ASSET REVENUE MANAGEMENT REF NO: 3/2/1/2023/383**
Directorate: PLAS Asset and Lease Revenue Management
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. Minimum of 1 year working experience within an asset management environment. Job related knowledge: Accounting systems (Enterprise Resource Planning, Asset Register and or similar systems), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP). Job related skills: Computer literacy (Microsoft Word, Excel, PowerPoint). Good communication skills (written and verbal). Planning and organising skills. Analytical and Problem-solving skills. Ability to work effectively in a team. A valid driver's licence (code 8) and willing to travel.
- DUTIES** : Recognition and measurement of assets. Review documents and check compliance to ensure that all required documents or information are provided. Identify items being acquired and allocate General Ledger accounts according to recognition criteria. Determine cost price according to valuation, sale agreement, invoices and any source document that might be used to ensure completeness of asset register. Electronically file documents in accordance to the filing plan. Updating of the asset register. Prepare the capturing templates and capture the assets on the asset register. Reconcile the captured assets with the General Ledger. Request barcodes and other relevant information and update the asset register. Prepare the asset acceptance form, scan and file accordingly. Maintenance of the asset register. Calculate depreciation for all depreciable assets. Analyse verification report and implement recommendations. Investigate discrepancies identified on the reports. Prepare report and update asset register. Quarterly visit farms to conduct spot checks in accordance to visit plan, prepare reports and resolve any discrepancies identified. Update the asset register with asset movements, barcode replacements, asset verification and any other information required for completeness. Asset disposals and write-offs. Record disposal / write-off request from Provincial Shared Service Centre's (PSSC) on receipt. Check compliance of the submission and communicate any discrepancies for correction to the PSSC. Liaise with the National PLAS Disposal Committee (NPDC) Chairperson to determine the date for the disposal meeting and prepare meeting logistics. Record decisions or resolutions taken in the NPDC meeting and communicate to the PSSC. File the approved minutes as well as other material presented to the NPDC. Communicate recommendations to the PSSC. Prepare workings and reports. Update the asset register and the General Ledger. Administration. Keep proper record manual and electronic of all asset management documents. Make available relevant documentation as requested for internal and external audit. Facilitate procurement of stationery and other office related needs for Proactive Land Acquisition Strategy (PLAS): Asset Management. Provide asset management support to PSSC's. Assist in developing asset management prescripts and drafting of any formal documentation.
- ENQUIRIES APPLICATIONS** : Mr M Lebepe Tel No: (012) 312 8144
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

- POST 18/08** : **SENIOR DATA CAPTURER RE NO: 3/2/1/2023/384**
Directorate: Quality Assurance and Administration
- SALARY** : R241 485 per annum (Level 06)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes. Excellent typing skills and communication skills (verbal and written).
- DUTIES** : Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.
- ENQUIRIES** : Ms C Modise Tel No: (051) 403 0200
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** : Indian and White Males and African, Indian and White Female and Persons with disabilities are encouraged to apply.
- POST 18/09** : **SECRETARY REF NO: 3/2/1/2023/380**
Chief Directorate: Sector Capacity Development
- SALARY** : R202 233 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 senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES** : Ms R Hlongwane Tel No: (012) 319 6335

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

POST 18/10 : **SECRETARY REF NO: 3/2/1/2023/381**
Directorate: Sectoral Colleges

SALARY : R202 233 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 senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms M Macucwa Tel No: (012) 319 7211

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 18/11 : **SECRETARY REF NO: 3/2/1/2023/382**
Directorate: Veterinary Public Health

SALARY : R202 233 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 senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES
APPLICATIONS**

: Dr M Molefe Tel No: (012) 319 7572
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 18/12

: **SECRETARY REF NO: 3/2/1/2023/391**
 Directorate: Spatial Planning and Land Use Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R202 233 per annum (Level 05)
 : Limpopo (Polokwane)
 : 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 senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES
APPLICATIONS**

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

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

POST 18/13 : **REGISTRY CLERK REF NO: 3/2/1/2023/388**
Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.

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

ENQUIRIES APPLICATIONS : Mr S Maseko Tel No: (012) 337 3655
: 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 African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 18/14 : **STATISTICAL ASSISTANT REF NO: 3/2/1/2023/386**
Directorate: Statistics and Economic Analysis

SALARY CENTRE REQUIREMENTS : R147 036 per annum (Level 03)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Job related skills: Planning and organizing skills. Computer literacy. Interpersonal relations. Flexibility skills. Communication skills (verbal and written). Ability to work within a team, work under pressure and meet deadlines.

DUTIES : Render administrative support in the collection, analysis and dissemination of livestock numbers. Collect data on livestock numbers by telephone from non-respondents during the season. Follow-up on address changes and return to sender notices by phone. E-mail livestock numbers questionnaires and newsletters to co-operators during the season. Render administrative support in the checking / controlling of incoming livestock statistics and updating of the address list of livestock numbers of co-operators. Recruitment of co-operators: Compare DALRRD address list with address list received. Add co-operators name and address to DALRRD address list. Determine if recruited farmer is a livestock farmer by means of questionnaire. Check for address changes of the co-operators on the questionnaires. Check for contact number changes on the questionnaires. Check for changes of the magisterial district in which a farmer operates. Check for deletions. Sort out duplicate questionnaires. Respond to

co-operators remarks on questionnaires e.g. sympathize, deletions, etc. Updating of addresses of the livestock co-operators on the e-mail address list and the SMS address list on the internet. Render effective and efficient line function administrative support services to the Division: Statistical Research Livestock Section. Financial administration: Arrange for the in-advance payment and payment of Subsistence and Trave (S&T). Ensure that all payments are made on time. Comply with financial prescripts as contained in the Departmental Financial Instructions. Provisioning administration: Comply with provisioning administration prescripts, including tender procedures. Regulation and policies: Comply with Public Service Regulations and departmental policies. Comment on draft departmental policies as requested. Prepare time schedules both manual and electronic to ensure that all due dates regarding livestock estimates are reached. Complete forms: Identify nature of form to be completed. Obtain relevant info to complete the form. Obtain relevant approval. Check completion of form (S&T), Requisition Folio, Petty Cash Advance, Travel Requests, Claims of kilometres, etc). Send to parties concerned for processing. Assist in writing of memorandums and submissions. Section meetings: Arrange and co-ordinate the sections personnel and sectional management meetings. Take and distribute minutes of the meetings. Assist in organising and planning of agendas for these meetings. Arrange and co-ordinate the sections personnel and sectional management meetings. Provide ad-hoc administrative support to the Directorate: Statistics and Economic Analysis. Provide administrative assistance whenever is needed in the Directorate. Assist with the collection and delivery of letters and questionnaires.

ENQUIRIES
APPLICATIONS

: Mr S Leshoro Tel No: (012) 319 8037
 : 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.