

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 26 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.

MANAGEMENT ECHELON

- POST 20/01** : **DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/419**
Directorate: Cooperatives and Enterprise Development
- 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 REQUIREMENTS** : Free State (Bloemfontein)
Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) a Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Agriculture / Agricultural Economics / Development Studies (NQF Level 7). Minimum of 5 years' experience at a middle / senior managerial level. Extensive experience in cooperatives development field. Job related knowledge: Extensive knowledge in cooperatives development field. Knowledge and understanding of policy and legislative environment of cooperatives. Knowledge of monitoring and evaluation framework. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Human resource management. Financial management. Supply chain management. Rural development techniques. Market and trade development. Small Business and Enterprise Management Development. Sound knowledge of current rural industry and sector operating parameters. Job related skills: Communications skills (verbal and written). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting skills. Leadership and managerial qualities, a good track record of working with opportunities. A valid driver's license.
- DUTIES** : Promotes rural business development and facilitate rural development financing. Facilitate engagement with rural financing agents / organisations. Ensure credit finance and investment facilities. Facilitate the establishment and support of cooperatives. Provide support / facilitate the establishment and organisation primary, secondary and tertiary cooperatives. Facilitate and provide skills development / facilitate training opportunities to primary cooperatives. Facilitate and support business ventures of primary, secondary and tertiary cooperatives. Facilitate the development of rural enterprises and industries. Identify enterprises within priority value chains. Conduct feasibility analysis. Facilitate business planning. Implement approved business process. Ensure facilitation for access and linkages into village Rural and Urban markets. Develop off-take agreements implementation and monitor. Ensure the facilitation for Agro Industries forums (AgriParks). Facilitate engagements with regional and national economic growth agencies (provincial focus growth opportunities). Provide strategic management in the coordination of financial and non-financial service delivery. Develop, maintain and manage performance and performance information and monitoring. Manage budgeting and monitor expenditure. Facilitate the development of small and medium scales Agra-processing Programmes. Ensure that the appropriate support and funding is channeled for capacity building, processing technologies and access to markets. Identify the relevant stakeholders and beneficiaries. Develop interventions strategies.
- ENQUIRIES APPLICATIONS** : Mr SR Mzizi 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

OTHER POSTS

- POST 20/02** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A) REF NO: 3/2/1/2023/418**
Directorate: Examination Services
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R990 747 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Cape Town)

REQUIREMENTS

: 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.

DUTIES

: 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

APPLICATIONS

: Ms M Kekana Tel No: (012) 312 8344
: Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

FOR ATTENTION

NOTE

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

POST 20/03

: **SCIENTIFIC MANAGER (GRADE A) REF NO: 3/2/1/2023/423**
Directorate: Land and Soil Management

SALARY

: R990 747 per annum, (The salary will be determined in accordance with the OSD)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a MSc Degree in Natural Sciences / Natural Agricultural Resources (specializing in Soil Science, Botany or Ecology) or relevant qualifications. Compulsory registration 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: Knowledge and application of Conservation of Agricultural Resources Act 43 of 1993 (CARA), Subdivision of Agricultural Land Act 70 of 1970 (SALA), Spatial Data Infrastructure Act 54 of 2003 and Spatial Planning and Land Use Management Act 16 of 2013. Advanced knowledge and understanding of the natural agricultural resources of South Africa, the protection and long-term sustainable use thereof within a set of related systems. Broad knowledge and understanding of national and international natural agricultural resource, sustainable land use and data policies, conventions, legislations, regulations, norms and standards. Broad knowledge and understanding of research, research principles, methodologies and approaches used for natural agricultural resources / sustainable land use. Knowledge of stand-alone, mobile and internet based Geographic Information Systems, applications and tools including the principles, concepts, modelling and software packages used. Knowledge regarding the methodologies / formats used and the application thereof in the development of user requirements, system specifications and test cases. Knowledge to develop and present training courses on the use data, information and systems (including GIS) and the interpretation / limitations and use of available data. Knowledge on effective stakeholder management including leadership, consultation, negotiation and development. Knowledge on effective management of personnel, human resource matters and assets. This also includes effective project management. Knowledge of relevant computer equipment, hard and software. Job related skills: Geo-data collection, verification, analysis and modelling, interpretation, visualisation and publishing with regard to Land capacity, Land suitability, Agricultural potential, Agricultural ecological and land-use zones, Land use systems and practices, Conservation status of the natural agricultural resources. Formulation, interpretation and implementation of related policies, legislation, strategies and standards. Analytical and critical / strategic thinking, monitoring, analysis, report writing, communication and presentation skills including: Verbal and electronic exchange of information. National as well as international verbal presentation on complex topics. Complex scientific memorandums and reports. Scientific publications. Government related motivations. Project management. Planning, organisation, execution, maintenance and problem-solving pertaining to GIS, research, training and advisory projects. Ability to develop and present training courses on the collection, management and use of geo-referenced data, information and knowledge. Development of user and system requirements, in the absence of established frameworks, based on research and user needs. Ability to manage personnel, knowledge and change. Computer. Customer focus and responsiveness. Willingness to work extended hours and travel. A valid driver's licence.

DUTIES

: Provide leadership to develop and implement national policy, regulatory, strategic and administrative frameworks / systems to manage the collection, use and preservation of data, information and knowledge required for the planning, management and sustainable use of the agricultural resources. Develop relationships and collaborations with provincial, national, regional and international counterparts. Provide inputs and / or develop policies, legislation, strategies and administrative systems to ensure the collection, analysis, dissemination, use and archiving of data, information and knowledge. Evaluate and monitor effectiveness, efficiency of and compliance with policies, legislation and administrative systems and guide the setting of scientific standards, specifications and service standards. Provide expert support and advise to stakeholders. Oversee the development and application of scientific / technical methodologies, procedures and standards to ensure the availability and use of geo-referenced data, information and knowledge, monitor the efficiency thereof and evolve with technology. Develop relationships and collaborations with provincial, national, regional and international counterparts. Design scientific methodologies, procedures and standards for and ensure the collection, analysis, dissemination, use and archiving of scientific data and information. Present and exchange scientific data, information and knowledge

at national, regional and inter-national forums. Evaluate and monitor the efficiency / impact of methodologies, systems, standards and accuracy of data and information. Provide expert support and advise to stakeholders. Lead and coordinate research programmes / projects and conduct research in order to deliver the data, information and knowledge required for the planning, management and sustainable use of the natural agricultural resources. Lead, co-ordinate and conduct basic (fundamental) and applied research. Liaise with relevant bodies / councils on science-related matters. Ensure knowledge generation and dissemination. Formulate and evaluate research proposals. Review scientific reports and publications. Compile research reports, publish and present research findings. Source funding for research reports. Manage the development of human resources effectively and efficiently. Continuous own professional development to keep up with new technologies and procedures. Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes. Manage the development and performance of staff.

- ENQUIRIES** : Ms RL Bosoga Tel No: (012) 319 7686
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 20/04** : **STATE VETERINARIAN REF NO: 3/2/1/2023/420**
Directorate: Animal Health
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R811 560 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BVSc / BVMCh Degree. Registration with the South African Veterinary Council. A valid driver's licence. Minimum of 1 year appropriate experience (post-qualification experience) in regulatory veterinary services. Job related knowledge: Public Service Regulation, International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters, Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements and Experience with policy formulation. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Management and Organising skills. Creativity skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy and Report writing skills. The ability to drive. Willingness to work extended hours and to travel.
- DUTIES** : Ensure compliance with the Animal Diseases Act, 1984 (Act No 35 of 1984) and Animal Disease Regulations (R.2026 of 1986). Monitor and audit compliance in regard to the Act and Regulations. Follow up on cases of non-compliance. Advise on the implementation of the Act and Regulations. Provide inputs on strategies to align with legislation. Form part of Section 20 evaluation team – Section 20 applications and amendments are evaluated and discussed within the Directorate. Establishment of norms and standards for the prevention and control of animal diseases. Draft disease control policies, protocol and contingency plans. Revise, update and amend current policies, protocols and contingency plans. Facilitate circulation / publishing of new or amended documents for comment. Collate inputs provided on drafted documents. Provide inputs on disease control policies, protocols and contingency plans as requested. Prepare final policies, protocols and contingency plans for signature. Ensure circulation of final documents to relevant role players. Liaison with and assistance given to other sub-directorates, Province and industry bodies on disease control matters. Attend daily pre-authorization meetings of sample submissions for payments (of certain tests by DALRRD). Assist the Provinces with disease control matters and enquiries relating thereto. Liaise with industry National Animal Health Forum (NAHF) and others on disease control matters, including attending meeting and providing guidelines for enquiries. Assist colleagues from other sub-directorate with their

enquiries regarding disease control matters. Liaise with Directorate: Food Import and Export Standards to develop information pamphlets, posters and articles related to Animal Diseases. Assistance with office management and administration. Assist with compiling reports. Handle relevant telephonic enquiries. Handle relevant written enquiries.

**ENQUIRIES
APPLICATIONS**

: Dr M Bronkhorst Tel No: (012) 319 7481
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 20/05

: **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2023/422 (X2 POSTS)**
Directorate: Legal Support

SALARY

: R531 381 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and LLB Degree or as otherwise determined by the Minister of Justice and Correctional Services. 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 the various pieces of legislation administered by the Department. Knowledge of South African Law. Knowledge of Departmental Policies and Procedures. Ability to apply the law to a set of facts. Knowledge of performance management. Job related skills: Ability to research the law. Law interpretation skills. Communication skills (verbal and written). Excellent drafting and writing skills. Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills. Interpersonal and leadership skills. A valid driver's licence. Preparedness to travel.

DUTIES

: Draft and vet legal documents, such as agreements, affidavits, delegations, reports and correspondence of a legal nature. Conduct research, draft, vet and / or amend legal documents. Manage the performance of the external legal team (where applicable) i.e. State Attorney, State Law Advisers and / or counsel. Provide legal opinions and general legal advice. Conduct research and provide legal opinions or provide legal advice. Manage the performance of the external Legal Team (where applicable) i.e. the State Attorney, State Law Advisors, Legal Counsel. Provide legal and administrative support in respect of Promotion of Access to Information Act (PAIA). Assess requests for access to records held by the Department. Redirect the request to the relevant Deputy Information Officer / line function. Advise the relevant Deputy Information Officer / line function on the processing of the request. Compile and submit annual Section 32 report to the Information Regulator. Manage subordinates. Manage staff. Compile and sign performance agreements with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Obtain monthly, quarterly and annual statistics on the subordinates' performance against the Operational Plan for reporting purposes.

**ENQUIRIES
APPLICATIONS**

: Mr A Mokoena Tel No: (012) 312 8404
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 20/06

: **ASSISTANT DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT REF NO: 3/2/1/2023/412**
Directorate: Fraud Prevention and Ethics Management

SALARY

: R424 104 per annum (Level 09)

**CENTRE
REQUIREMENTS**

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

DUTIES

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

- ENQUIRIES** : Mr F Hlaluku Tel No: (012) 312 9519
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : African, Coloured and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 20/07** : **SENIOR AGRICULTURAL SCIENTIST REF NO: 3/2/1/2023/424**
Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Appropriate NQF Level 8 qualification in Agriculture (Honours). A qualification in Education, e.g. Post-graduate Certificate in Education, Diploma in Higher Education. Compulsory registration as assessors and moderators. Minimum of 3 years supervisory experience. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service. Knowledge of government policies in terms of Agriculture, Land Reform and Rural Development. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele Principles). A strong knowledge of the subject area combined with a broad subject background enabling contributions to teaching programmes. Job related skills: Computer skills. Good knowledge of the subject field. Supervisory and management skills. Formal training and presentation skills / facilitation skills. Extended working hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's license and willingness to travel.
- DUTIES** : Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia include the following: Determine training needs of clients and industrial role players (liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions e.g course materials / study guides. Compile curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentation. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and / or short courses in accordance with the set timetable. Ensure assessment and moderation of assessments take place in accordance with the required standards (e.g. Higher Education Quality Committee Standards). Develop and implement capacity building plan. Conduct classes which would, inter alia, include the following: Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorial. Maintain discipline during classes. Compile question papers and memorandums for assessment. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through and advisory and consultative role. Moderation of exams as required. Present short courses / vocational training to Higher Education and Training (HET), Further Education and Training (FET) students and other stakeholders which would, inter alia, include the following: Liaise with industry at various platforms on different aspects of vocational training. Prepare practical material and study aids. Present practical classes. Practical assessment. Provide oversight, guidance, mentoring and assistance to students and other stakeholders on the planning (strategic, operational, fodder flow and financial) and management (day to day livestock operations, data collection and marketing) of production units (mini-farms). Provide oversight to students / stakeholders in the collection, processing and interpretation of data of the production unit. Ensure provision of sufficient quantity and quality of practical training material and equipment (fleeces, livestock, equipment etc). Oversee and conduct applied information research on production units: Do desktop research on subject matter. Identify relevant new information and technology for incorporation in course material. Present findings of research at relevant platforms. Provide verbal and written advice and assistance to farmers in subject field. Perform and oversee administrative and extracurricular functions which would, inter alia, entail the following: Give inputs towards policy. Involved with planning regarding academic, facilities, financial and other related issues. Compilation of

timetables. Perform and oversee administration in terms of classes e.g. attendance registers, student records, exam results etc. Serve on various committees (e.g. subject academic committees etc). Compile and submit monthly and quarterly reports. Human Resource responsibilities including: Supervise subordinates. Development of subordinates. Maintain discipline. Plan and prioritise work of subordinates. Performance management. Monitor expenditure and utilisation of assets. Comply with the Public Service prescripts. Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field. Planning and execution of ATI events such as open days, parent weekends, career exhibitions and information days. Undertake continuous professional development and participate in staff training activities.

ENQUIRIES : Dr L van den Berg Tel No: (049) 802 6740
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

POST 20/08 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/415**
Office of the Surveyor General

SALARY : R359 517 per annum (Level 08)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in an administrative environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication (verbal and written). Analytical skills. Problem solving skills. Financial management skills. Report writing skills. A valid driver's licence. Work under pressure and within a team. Willingness to work extra hours.

DUTIES : Provide financial management services. Facilitates, 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 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. Verify transport, subsistence, sundry and overtime payment. Administer the procurement of goods and services. Compile, manage 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 and authorise of goods / services on Logistical Information System (LOGIS). 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 developing / reviewing of 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. Check draft minutes for accuracy against recording or notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Ms HC Poseka Tel No: (033) 355 2900
APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

- POST 20/09** : **SENIOR ADMINISTRATIVE OFFICER: ASSET AND FACILITIES REF NO: 3/2/1/2023/414**
 Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
 : Limpopo (Polokwane)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years' experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Knowledge of Barcoded Asset Audit (BAUD) system or any other asset management system. Knowledge of Standard Chart of Accountants (SCOA). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Supervisory skills. Liaison skills. A valid driver's license.
- DUTIES** : Facilitate effective and efficient asset management services. Conduct asset verification and spot checks. Maintain asset register. Facilitate barcoding and capturing of newly acquired assets. Coordinate movement of assets. Safeguard assets. Coordinate asset disposal processes. Coordinate appointments of disposal committee. Record and identify disposal of assets requests upon receipts. Complete and file requests for audit purposes. Identify assets to be disposed. Evaluate Information Communication Technology (ICT) assets before presented to the disposal committee. Remove disposal assets from the system. Facilitate facilities management services. Monitor contracts. Assist in assigning offices and parking to new officials. Coordinate cleaning services. Coordinate fumigation of the building. Allocate photocopy machines. Meter readings of photocopy machines are submitted to the service provider. Conduct office needs assessments. Facilitate cell phones services within the Province. Report issues for maintenance. Manage effective and efficient administration. Conduct monthly reconciliation between BAS and LOGIS. Compile monthly operational report.
- ENQUIRIES APPLICATIONS** : Ms D Machoga Tel No: (015) 495 1955
 : 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** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 20/10** : **SENIOR HUMAN RESOURCE PRACTITIONER: DEEDS PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: 3/2/1/2023/416**
 Office of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and National / Advanced Diploma / Bachelors / Honours Degree in Human Resource Management / Development / Public Administration / Public Management. Minimum of 2 years' working experience in Human Resource Management. Knowledge of Labour and Employment Legislation, Human Resource Policies and Procedures, Public Service Regulations, Performance Management Framework and prescripts, Training and Development policy, Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict resolution skills, Planning and organising skills and Presentation skills. Teamwork, Working under pressure, Valid driver's license, PERSAL certificate.
- DUTIES** : Coordinate the implement the policy frameworks for performance management and participate in the reviewing thereof. Provide performance management expertise and advice to Human Resource practitioners within the Branch. Analyse current policy, legislative frameworks and prescripts ad identify gaps. Conduct research on performance management policies for the purpose of benchmarking and provide inputs. Provide Performance Management and Development System advice and guidance. Timeously respond to performance management-related queries. Provide technical advice to branch workplan committee and provide secretarial duties where necessary. Train employees

on performance management system and probations and identify gaps in the implementation of the policies. Coordinate the implementation and monitoring of Performance Management and Development Processes. Quality assures submitted Performance Agreements (PAs) and quarterly / biannual reviews. Facilitate moderating committee sittings and provide secretariat support. Monitor adherence of the Branch allocated budget. Compile database of Performance and Development Plans (PDP). Implement employee performance incentives. Quality assures moderated annual assessment reports. Ensure correctness of service records of employees after payment of pay progressions. Assist with the approving of transactions on PERSAL. Provide assistance in identifying and dealing with under-performing employees in the Branch. Establish database of underperformers. Monitor implementation of performance improvement plans. Facilitate submission and capturing of probations. Oversee creation and updating of probation database. Facilitate attendance of Compulsory Induction Program (CIP) and monitor updating of CIP database. Facilitate submission and capturing of quarterly probations forms and Approve probations transactions.

ENQUIRIES : Ms P Hlatshwayo Tel No: (012) 338 7376 / Mr D Munyai Tel No: (012) 338 7070
APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 219 Rentmeester Building, Bosman street, Pretoria, 0002 before the closing date as no late applications will be considered.

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

POST 20/11 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/413**
 Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R353 013 – R513 117 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's license.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

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: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.

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

POST 20/12 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/417**
Directorate: District Office

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

DUTIES : Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.

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

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

POST 20/13 : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/421**
Directorate: Rural Development

SALARY : R294 321 per annum (Level 07)
CENTRE : Limpopo (Polokwane)
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**

: Mr LS Mahasha Tel No: (015) 495 1956
: 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 African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.