

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 21 July 2023 at 16:00
- NOTE** : The application must include only a 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 the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the 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 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 23/01** : **DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES**  
**REF NO: 3/2/1/2023/455**  
Directorate: Financial and Supply Chain Management Services
- 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 the Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Eastern Cape (East London)  
Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost and Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics/ Supply Chain Management) (NQF Level 7). Minimum of 5 years' experience in middle / senior managerial level in the relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles. Treasury Regulations. Generally Reviewed Accounting Principles. Job related skills: Computer literacy. Communication skills (verbal and written). Management skills. Project management skills. Analytical skills. A valid drivers' licence.
- DUTIES** : Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regards to finance on an on-going basis. Develop policies, systems, procedures, and processes for effective implementation of financial accounting and reporting services. Oversee financial support services. Manage financial accounting of the Department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversees supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
- ENQUIRIES APPLICATIONS** : 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
- POST 23/02** : **DISTRICT DIRECTOR REF NO: 3/2/1/2023/456**  
Directorate: District Office
- 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 the Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Eastern Cape (Or Tambo / Alfred Nzo)  
Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Bachelor of Arts in Sociology / Anthropology / Community Development / Development Studies / Advanced Diploma in Project Management (NQF level 7). Minimum of 5 years experience at a middle / senior managerial level within a project management environment. Job related knowledge: A thorough understanding of Project Management. Experience in the implementation and management of projects. Understanding of corporate governance principles. Ability to implement Performance Management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management skills. Analytical skills. Problem solving skills. Facilitation and coordination skills. Decision making skills. Financial management skills. Presentation skills. Computer literacy. Communication skills (verbal and written). Willingness to travel extensively, work under pressure and after hours. A valid driver's licence.

**DUTIES** : Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development institutions. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at Provincial and District level. Reduce household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects including Agri-Parks and Animal and Veld Management Programme (AVMP). Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition and allocation with CRDP Virtuous Cycle. Provide strategic land acquisition support services in the District including District Land Committees. Facilitate poverty reduction and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development of agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Facilitate strategic farming partnerships between farmers. Facilitate capacity building of agricultural graduates and farmers on agrarian development projects. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration support. Administer and provide property holdings and disposals. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunication services. Provide administration and financial support services. Provide client relations services. Provide office services.

**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.

#### **OTHER POSTS**

**POST 23/03** : **DEPUTY DIRECTOR: YOUTH DEVELOPMENT REF NO: 3/2/1/2023/461**  
Directorate: National Rural Youth Service Corps (NARYSEC)

**SALARY** : R811 560 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for Middle Management Services (MMS)

**CENTRE REQUIREMENTS** : Eastern Cape (East London)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Arts and Child / Youth Development / Public Management / Social Science / Development Studies. Minimum of 3 Years' experience at junior management in youth development environment. Job related knowledge: Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Skills Development Legislation. Job related skills: Communication skills (verbal and written). Interpersonal relations. Corporate governance skills. Presentation and facilitation skills. Understanding of the Youth Sector in South Africa. A valid driver's licence. Willingness to travel long distance.

**DUTIES** : Facilitate the identification of youth development programmes. Mainstreaming of youth empowerment programmes in the Department. Facilitate and manage youth programmes. Monitoring of youth empowerment programmes (internal and external) and achievement of targets. Coordinate the implementation of programmes. Youth awareness / advocacy campaigns. Promote partnership in the sector with relevant role players. Provide provincial youth development coordination services. Manage resources (staff, budget, etc.). Review and input on departmental strategies regarding youth concerns.

**ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136

- 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 and Persons with disabilities are encouraged to apply.
- POST 23/04** : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT**  
**REF NO: 3/2/1/2023/462**  
Directorate: Cooperatives and Enterprise Development
- SALARY** : R811 560 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for Middle Management Services (MMS))
- CENTRE** : KwaZulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years junior management experience in cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitor and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Human resource management. Financial management. Supply Chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills, Leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting. A valid driver's licence. Willingness to travel.
- DUTIES** : Manage the identification, establishment and development support of cooperatives. Coordinate and manage needs assessments as well as scoping and auditing of cooperatives. Manage and maintain the organised primary cooperatives into secondary cooperatives. Coordinate and manage liaison with commodity associations and other stakeholders for data collection, to create and maintain primary, secondary and tertiary cooperatives database. Engage organs of the state, private sector and building partnerships. Direct and manage development of business plans and funding requests. Contribute to the development of a monitoring tool and strategy for cooperatives. Manage the establishment cooperatives, setting up of internal / cooperatives governance drafting of constitution and facilitates training in adherence and compliance with the co-operatives Act No 14 of 2005. Manage provision of support to new and existing cooperatives (facilitates pre-establishment, constitution, registration, training and monitoring). Direct and manage facilitation on training of governance issues of cooperatives and business management. Coordinate identification and support of the development enterprise operational and compliance system. Coordinate and collate identified training needs and develop training plans for cooperatives. Manage partnership agreements and / or agreements. Coordinate and consolidate reports on provided templates. Ensure market opportunities are identified for co-operative development in the Department. Manage identification of local, national and international markets for cooperatives. Manage processes to assist cooperatives to get marking tools for their business through Small Enterprise Development Agency (SEDA). Manage processes to assist cooperatives to get export certificate to sell their products. Manage the development of co-operative financing institution (CFIs) towards the formation of cooperative bank. Direct and manage organisation of workshop for cooperatives on understanding functioning of the cooperative's financial intuitions. Direct and coordinate savings and credit workshops for the cooperatives to develop culture of saving. Ensure registration and manage compliance with the cooperatives financial institution (CFI). Manage development and support of agro processing, rural enterprises and industries. Direct and coordinate processes of business plan development in liaison with stakeholders including SEDA. Manage the packing of development support to small and medium scale Agro processing Projects. Coordinate technical training needs assessments and engagement of training institutions. Coordinate and manage provision of technical training on production, processing and mechanisation operations to rural enterprises and industries.
- ENQUIRIES** : Mr MB Thabethe Tel No: (033) 355 4300

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 23/05** : **PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A- C) REF NO: 3/2/1/2023/454**  
Directorate: Spatial Planning and Land Use Management
- SALARY** : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the Occupational Specific Dispensation (OSD) requirements)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Minimum of 3 years post qualification Town and Regional Planning experience. Compulsory registration with South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional Planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills. Analytic skills. Creativity skills. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills and Knowledge management skills. A valid driver's licence.
- DUTIES** : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlements. Compile Spatial Developments Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Conduct research and development. Undertake continuous professional development to keep up with new technologies and procedures. Research / Literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies / councils on town and regional planning - related matters. Provide human capital development. Mentor, train and develop Candidate Town and Regional Planners and Town and Regional Planners to promote skills / knowledge transfer and adherence to sound town and regional planning principles and code of practice. Supervise town and regional planning and processes. Provide performance management and development. Provide office administration and budgeting. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement supply chain management and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.
- ENQUIRIES** : Ms P Ledwaba Tel No: (012) 337 3657
- 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** : Coloured, Indian and White Males and African, Coloured and Indian Females as well as Persons with disabilities are encouraged to apply.

**POST 23/06** : **SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING (BOOKKEEPING) REF NO: 3/2/1/2023/457**

Directorate: Financial Accounting

Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY CENTRE REQUIREMENTS**

: R359 517 per annum (Level 08)

: Gauteng (Pretoria)

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Commerce / Auditing / Financial Management / Accounting / Cost and Management Accounting. Minimum of 3 years relevant appropriate experience in Bookkeeping on a supervisory clerk level. Job related knowledge: Treasury or Financial Regulations and the Public Finance Management Act. Personnel and Salary Administration (PERSAL) and Basic Accounting System (BAS). Job related skills: Supervisory skills, Communication skills (verbal and written), Computer literacy (Microsoft Word and Excel) and Interpersonal skills.

**DUTIES**

: Manage the clearing of the Bank Paymaster General (PMG) ledger accounts and the recall of erroneous BAS Electronic Benefits Transfer (EBT) payments. Monitor the outstanding balances on all the accounts / items under cash and cash equivalents on the trial balance. Monitor daily that the transactions on the Bank Reconciliation Exception Report are followed-up and cleared. Monitor that the Bank Exception account is zero before the due date of each financial month end closure. Monitor the recalls of erroneous BAS EBT payments. Verify that BAS EBT recalls are done within 1 working day after receipt of a request. Monitor the receiving and distribution of the schedules from National Treasury, the printing and filing of BAS (week) lists, the record keeping of supporting documents, batch control and the administration of ledger transaction notices. Manage the reconciliation of the Standard Bank / ABSA accounts with the Bank (PMG) account and record keeping of Standard Bank statements. Monitor the reconciliation of Standard Bank / ABSA accounts and the journal numbers and dates with the Paymaster General statements. Monitor the downloading, printing, distribution and record keeping of Standard Bank / ABSA Bank statements. Verify once a week that all the transactions on the Standard Bank Main / ABSA account is interfaced on BAS. Administer PMG functions: National Treasury - PMG. Identify and resolve discrepancies on the PMG accounts and BAS interfaces. Report and follow-up discrepancies with National Treasury unit it is resolved. Compiling of the Bank reconciliation and certificate of compliance of National Treasury. Reconcile the PMG BAS reports. Prepare and compile the inputs for the compliance report utilising the BAS reports, PMG bank statements and inputs from the role-players in the Bookkeeping section. Administer PMG functions: Standard Bank / ABSA. Opening of valid and pre-authorized sub-accounts. Closing of accounts that are no longer in use. Maintain the administration of signatures. Compilation and preparation of correspondence with the Commercial Banks for authorized signatures. Compilation and preparation of correspondence with the Commercial Banks for authorized signatories to approve.

**ENQUIRIES APPLICATIONS**

: Ms SH Sambo Tel No: (012) 312 8872

: 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), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

**NOTE**

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

**POST 23/07** : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/2/1/2023/458**

Directorate: District Office

**SALARY CENTRE REQUIREMENTS**

: R359 517 per annum (Level 08)

: Limpopo (Vhembe District)

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning. (NQF Level 6). Minimum of 2-year's experience in property management or related field. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management Act, 1999). Government Immovable Asset Management Act,

2007. Land Reform: Provision of Land and Assistance Act, 1993. State Land Disposal Act, 1961. Any other Relevant law. Job related skills: Project management skills. Analytic skills. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Planning and organising skills. Facilitation and presentation skills. Report writing and Interpersonal relations. A valid driver's licence. Willingness to travel.

**DUTIES** : Capture contracts on the state land lease system. Add lessee information on the Land Administration Web (LAW) system. Generate contracts. Upload approval documents. Facilitate the signing of lease and caretaker agreements. Finalise and facilitate signing of lease and caretaker agreements. Compile records of original contract and inspection reports. Develop lease schedule for all state properties. Conduct assets verification. Conduct inspection of state properties. Barcode assets. Secure, protect the state assets against vandalism. Monitor lessee or caretaker's performance and duties as contractually specified. Ensure proper usage and maintenance of assets. Ensure compliance with caretakers and lease agreement. Provide support to the District. Implement requests for amendments to the Immovable Asset Register. Verify and report on lease compliance and obligations. Process applications for amendments of lease agreement. Initiate and process surveying of DALRRD state land. Process land surveying on DALRRD controlled immovable assets. Identify assets for subdivision. Compile and process applications for subdivisions.

**ENQUIRIES** : Mr M Shai Tel: (015) 495 1954  
**APPLICATIONS** : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

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

**POST 23/08** : **RESOURCE CONSERVATION OFFICER: LAND CARE PROMOTION REF NO: 3/2/1/2023/463**  
 Directorate: Land and Soil Management

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture or Natural Resource Management. Minimum of 2 years' relevant experience. Job related knowledge: Conservation of Agricultural Resources (CARA), Act no 43 of 1983, National Environmental Management Act (NEMA), Act no 107 Of 1998, National Environmental Management Biodiversity Act (NEMBA), Act 10 of 2004, Protected Areas Act. Knowledge of policy development. Public Service Act. Public Service Regulations, Public Finance Management Act. Labour Relations Act and Water Act. Job related skills: Innovative thinking and self-motivated. Ability to develop and interpret policies. Ability to conduct research, gather and analyse information and draft documents. An in-depth involvement in climate change research and disaster risk management. Computer literacy. Ability to work under pressure. Willingness to travel extensively and working irregular hours when required. Well organized, able to plan, prioritise and co-ordinate. Reporting writing skills. Negotiation skills. Communication skills (verbal and written). Presentation / public speaking and organizational skills. A valid driver's license. Willingness to work extended hours and travel.

**DUTIES** : Guide and facilitate the planning, assessment and implementation of land care projects. Support the initiation and implementation of projects. Facilitate and participate in the assessment of business plans proposals. Participation in Provincial Assessment Panels (PAP) and National Assessment Panel sessions. Support the development and monitoring of junior care projects and other focus areas of land care projects. Undertake and support the technical surveys of natural agricultural resources before and post project formulation. Development of programme and projects funding proposals. Facilitate and implement technical workshops. Facilitate and implement demonstration site to manage soil, veld and water sources. Facilitate programme and project development of agricultural schools and other schools. To facilitate and support implementation of research projects. To analyse and facilitate implementation of the international commitments / programmes and projects. Develop and provide guidelines on the promotion of sustainable use and management of natural agricultural resources. Development of land care promotion strategy.

Facilitate and implement land care frameworks and plans. Provide technical advice with regard to the implementation of land care focus areas. Promote the celebration of international programmes and associated events. Develop norms and standards for promotional activities. Facilitate and compile policy briefs for various land care focused areas. Generate the publication of various land care themes to targeted audiences on different subject matters. Consult various sources to gather relevant information. Consolidate and analyse the gathered information. Compile land care articles on various subject matters; Scientific and technical articles on veld management. Scientific and technical article on soil conservations /soil care. Scientific and technical articles on water care. Facilitate exhibition events, demonstration site and farmers days. Profiling of land care projects. Compile and present at various forums. Maintain and update land care information systems. Update and maintain various land care databases (training database and junior school database). Develop information portal on natural resources. Update the Directorate related information into the DALRRD website. Implement and assess land care capacity building interventions. Provide inputs into the junior care and land care training manual. Conduct skill audit for land care beneficiaries and stakeholders. Identify skills and training for land care beneficiaries and stakeholders. Recommend and link the Provinces with educational institution. Conduct workshops and interviews. Facilitate stakeholder involvement and partnership for Provincial projects. Support the promotion of soil information management. Support demonstration and pilot days. Facilitate exchange visits to projects and Provinces.

**ENQUIRIES** : Mr SW Makobe. Tel No: (012) 319 7656  
**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), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

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

**POST 23/09** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/459**  
 Directorate: Corporate Services  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Condition of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions. Promotions of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Planning and organisational skills, Computer literacy skills, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.

**DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.

**ENQUIRIES** : Ms S Budhoo Tel No: (033) 264 9519  
**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** : Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 23/10** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/460**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Eastern Cape (East London)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136  
**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** : African, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.