

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 21 August 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.
- ERRATUM:** The position of Senior State Accountant with Ref No: 3/2/1/2023/457 for the Directorate: Financial Accounting: Gauteng (Pretoria) that was advertised in Public Service Vacancy Circular 23 dated 07 July 2023 has reference. The position of Senior State Accountant with Ref No: 3/2/1/2023/457 has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

- POST 27/01** : **CHIEF DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT REF NO: 3/2/1/2023/504**
Chief Directorate: Rural Infrastructure Development Region: 1
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 371 558 per annum (Level 14). (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's Degree in the Built Environment Professions (Engineering / Town Planning / Architecture / Quantity Surveying (NQF level 7). Minimum of 5 years' experience at senior managerial level in Built Environment. Job related knowledge: Project management. Budgetary planning. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Strategic planning. Human resource planning. Financial management. Job related skills: Planning and organising skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Negotiating skills. Problem solving and decision-making skills and Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Manage and monitor the implementation of rural development and infrastructure programmes. Manage the implementation of rural development and infrastructure development projects. Manage the implementation measures for risk reduction to ensure project are delivered on time in budget and with quality. Recommend on further catalytic and strategic development of the rural development and infrastructure for the Region. Facilitate the process of packaging identified rural development and infrastructure projects for all identified sites. Monitor rural development and infrastructure interventions per Comprehensive Rural Development Programme (CRDP) site. Conduct site visit to monitor and report on the implementation of rural development and infrastructure development projects. Identify risks and implement measures for risk reduction to ensure projects are delivered on time in budget and with quality. Initiate, manage and monitor project specifications and Construction Industry Development Board (CIDB) aligned bid documents for infrastructure projects. Manage rural development and infrastructure budget allocations. Manage capital and operational budget for the implementation of rural development and infrastructure within the Region over Medium – Term Expenditure Framework (MTEF) in line with Departmental and Branch strategic and operational plans. Ensure compliance with relevant legislation regarding rural development and infrastructure development. Manage budget expenditure according to projections for the Region. Recommend on monthly review report of infrastructure expenditure for the Region. Coordinate, facilitate and mobilise stakeholders for technical support in the identified areas. Facilitate project planning and implementation with public and private sector organizations. Liaise and coordinate with all stakeholders on rural development and infrastructure projects. Ensure the link between the three spheres of government in terms of intergovernmental relations structures on rural development and infrastructure programmes. Manage stakeholder, parliamentary and cabinet responses to Deputy Director General, Director General and Ministerial related matters. Coordinate and report on Sector Department funding contributions for rural development and infrastructure projects. Manage and lead personnel of the Chief Directorate. Perform management of the Chief Directorate. Financial management and reporting of the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Ms K Kgang Tel No: (012) 312 9461
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

OTHER POSTS

- POST 27/02** : **SCIENTIFIC MANAGER: ANIMAL AND PROCESSED PRODUCTS (GRADE A) REF NO: 3/2/1/2023/505**
Directorate: Food Safety and Quality Assurance
- SALARY** : R990 747 per annum, (Salary will be in accordance with the Occupational Specific Dispensation (OSD) requirements)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Applicants must be in possession of a Grade 12 Certificate and a Master of Science (MSc) in Food Science or Food Technology. Minimum of 6 years post qualification natural scientific experience. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies. Public Finance Management Act (PFMA). Agricultural Product Standards Act, Act 119 of 1990. Job related skills: Programme and project management skills. Scientific methodologies. Research and development skills. Knowledge of legal compliance. Data analysis skills. Computer-aided scientific application skills. Technical report writing skills. Creating a high-performance culture. Professional judgment. Presentation skills. Mentoring skills. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Financial management skills. Customer focus and responsiveness. Communication skills (verbal and written). Networking skills. Computer literacy. People management skills. Planning and organising skills. Conflict management skills. Change management skills. Problem-solving and analysis skills. Willingness to work extended hours and handling hazardous chemicals.
- DUTIES** : Manage, develop and implement methodologies, policies, systems and procedures. Review, recommend and approve or audit technical scientific projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Facilitate setting of technical standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Develop and maintain health and safety standards. Monitor scientific efficiencies according to organisational goals. Provide strategic leadership and direction. Provide support and advice to the industry and stakeholder. Align projects to organisational strategies. Manage technical facilities / units. Develop and maintain relationships, collaborations. Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of data. Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports. Develop and customize scientific models. Research and development. Manage scientific research to improve expertise. Lead, coordinate and conduct basic and applied research or knowledge application. Publish and present research findings (results). Financial and people management. Allocate, monitor control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related programmes and projects and asset management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and requirements. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. 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. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures / stakeholders on scientific matters.
- ENQUIRIES APPLICATIONS** : Mr B Makhafola Tel No: (012) 319 7304
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** : Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 27/03** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2023/510**
 Directorate: Legal Support
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R958 824 per annum (Level 12), (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 LLB or B Proc Degree. Minimum of 6 years extensive post-qualification legal professional and advisory experience (with 4 years supervisory experience). Admission as an Attorney or Advocate of the High Court of South Africa. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, law and other relevant acts and legislative prescripts. Specialised knowledge of constitutional Law. Law of contracts. Knowledge of legislation: The administration of Estates Act 1965, The Wills Act 1953 and Intestate Succession Act 1987. Knowledge of South African law, in particular land reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting of documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Ensure legal compliance to the Restitution of Land Rights Act. Check Research report e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholders' engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representation by landowners. Check Gazette notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representation by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Association (CPA)1 to CPA8 and CPA constitution. Check Deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. Notice of Motions for interdicts, reviews, application to compel, summons, and other court proceedings. Draft memorandum informing National Office about new matter and request instructions from the Chief land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress identify cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court documents (pleadings). Attend Pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the Commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondence to various stakeholders e.g. Attorneys, companies, claimants etc. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandum requesting signing of settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution, CPA1-CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA

constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandum for payment of rates. Acquire proof of payment of rates. Obtain certificate from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land components. Liaise with research Institution for research and data collection purposes. Analyse collected data and develop provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

- ENQUIRIES APPLICATIONS** : Mr S Ndlovu Tel No: (033) 355 8400
- Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 27/04** : **DEPUTY DIRECTOR: DEMAND AND SERVICE PROVIDER MANAGEMENT**
REF NO: 3/2/1/2023/506
Directorate: Demand and Acquisition Management
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Logistics Management / Public Management / Public Administration / Commerce. Minimum of 3 years' experience at junior management level in the demand and acquisition environment. Job related knowledge: Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Public Service Act. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Planning and organisational skills. Resource planning skills. Problem solving and decision-making skills. Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure and within a team.
- DUTIES** : Manage the implementation of Standard Operating Procedures (SOP) and policies in demand management services. Manage planning and specification / Terms of Reference (TOR). Promote adherence to supply chain management delegation at all times. Assure that the prescribed supply chain management policy and procedures are correctly applied and adhered to an on-going basis. Comply with PFMA, Treasury Regulations and sub-directorate budget guidelines at all times. Conduct awareness programs to officials to be able to execute their duties. Determine procurement trends. Ensure proper development of sourcing strategy for goods and services on an on-going basis. Analyze advice and verify development of procurement plan. Manage the approval of Provincial consolidated procurement plan. Monitor and report on implementation of procurement plan. Conduct needs assessment. Ensure development of procurement plan using spend analysis where required. Maintain Demand Management Plan (DMP). Analyze, advise and verify development of demand management plan for all offices. Facilitate, analyze, advice and verify consolidated DMP. Facilitate approval of the clients DMP. Render service provider management. Manage suppliers' database on the departmental and Central Suppliers' Database (CSD). Ensure effective systems and procedures for suppliers' registration and accreditation. Provide guidance to service providers on to follow to comply with departmental requirements. Monitor service provider performance reports on database.
- ENQUIRIES APPLICATIONS** : Mr. R Danster Tel No: (012) 312 8360
- 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** : Coloured, Indian and White Males and African, Coloured and White Females and Persons with disabilities are encouraged to apply

<u>POST 27/05</u>	:	<u>DEPUTY DIRECTOR OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/2/1/2023/507</u> Directorate: Operational and Compliance Audit
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and National Diploma in Auditing / Accounting. Minimum of 3 years' experience at junior management level in Operational and Compliance Auditing environment. Membership of the Institute of Internal Auditors recommended. Job related knowledge: Project management best practice. The Standards of Institute of Internal Auditors. Risk based Internal Audit Methodologies and procedures and software. Job related skills: Communication skills (verbal and written), interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.
<u>DUTIES</u>	:	Participate in the compilation of the Operational and Compliance Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on annual basis. Participate in the compilation of the Operational and Compliance Audit Directorate's operational plan by April each year. Compile the Operational and Compliance Audit Directorate's operational and process risk registers by April each year. Implement the Operational and Compliance Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Operational and Compliance Audit on a monthly basis. Participate in the compilation of the Operational and Compliance Audit Directorate's portion of the Strategic 3-year Rolling and Annual Internal Audit Plans by April each year. Manage the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Manage the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorates quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Operational and Compliance Audit on a weekly basis. Manage the execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Manage the compilation of on the electronic audit software of the execution phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Operational and Compliance Audit on a weekly basis. Manage reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit project planning memoranda. Manage the compilation of on the electronic audit software of the reporting phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Operational and Compliance Audit on a weekly basis. Manage the Closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and follow-up on the implantation of management action plans on internal audit reports of the annual and previous audit plan projects. Manage the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorates quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Operational and Compliance Audit on a weekly basis. Analyse the line management status of implementation of action plans of the Operational and Compliance Audit Directorate's internal audit reports allocated to this position and clarify statuses with line managers on a quarterly basis. Manage the operational and compliance audit sub-directorates resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an ongoing basis in line with Departmental prescripts.
<u>ENQUIRIES</u>	:	Mr ME Rammutla Tel No: (012) 312 9840

- 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** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 27/06** : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/509**
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification 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. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a 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 procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.
- ENQUIRIES** : Ms M Kekana Tel No: (012) 312 8344
- 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** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 27/07** : **SCIENTIST PRODUCTION (GRADE A - C) REF NO: 3/2/1/2023/515**
Directorate: Agriculture Inputs Control
- SALARY** : R687 879 – R1 035 084 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Science (Honours) Degree in Agriculture majoring in Agronomy / Horticulture with Plant Pathology or Entomology. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 3 years' post qualification Natural Scientific experience. Job related knowledge: Expertise and experience in the interpretation of Fertilizer, Farm Feed, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with its regulations and guidelines. Job

related skills: Programme and project management skills. Scientific methodologies and models. Ability to research and develop independently. Computer applications (Microsoft Office Software – Word, Excel and PowerPoint). Legal compliance skills. Data analysis (high level analytical skills). Presentation skills. Technical report writing skills (ability to prepare and present complex reports). Customer services skills. Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure. Willingness to work extended hours / overtime may be required.

DUTIES : Evaluate review application for the registration of pesticides. Conduct analysis of scientific data during the evaluation of applications to register pesticides. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Development of new policies, programs and processes relating to registration of pesticides, including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use of pesticides. Identify gaps and develop appropriate interventions by developing policies, guidelines, systems and procedures by developing administrative and compliance regulations and Standard operating Procedures (SOP's). Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science systems through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Customer service management. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research / literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters. Human capital development. Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES : Mr M.J. Mudzunga Tel No: (012) 319 7303
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 : Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 27/08 : **CHIEF OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 3/2/1/2023/511**
 Directorate: Corporate Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Environmental Health / Safety Management. Minimum of 2 years' experience in the occupational health and safety environment. Job related knowledge: Knowledge of occupational health and safety legislation and other related matters. Job related skills: Tack and diplomacy. Good communication skills (verbal and written). Good interpersonal skills. Integrity and honesty. Report writing. Independent worker. Team worker. A valid driver's licence (compulsory). Willingness to travel extensively and work irregular hours.

DUTIES : Promote occupational health and safety (OHS) standards within the province. Conduct OHS assessment on Department of Agriculture, Land Reform and Rural Development (DALRRD) offices in the province. Facilitate and assist the Assistant Director: Provincial Coordination and Special Events with Health and safety matters. Facilitate the appointment of statutory appointees. Participate in the OHS committee meetings. With direction of the Director: Corporate Services participate in provincial and municipal health structures meetings to stay abreast of relevant prescripts. Liaise with relevant local authorities on suspicion of disease outbreak. Identify health risk areas in DALRRD's offices and communicate recommended safety measures. Investigate and evaluate complaints lodged against the Department pertaining to aspects of health and lead the implementation of the remedial actions. Involve members of staff in matters affecting their health. Educate members of staff on necessary health and safety promotion measures. Regularly inspect all possible sources of health and safety hazards in offices. Conduct training and safety awareness to employees of the Department within the province. Facilitate training of statutory

appointees. Conduct safety awareness to employees of the Department within the province. Report on the status of the Occupational Health and Safety Programme. Report to the Assistant Director: Provincial Coordination and Special Events on an ongoing basis. Liaise with relevant stakeholders on matters pertaining to OHS. Communicate to staff any relevant information on OHS. Contribute to development and implementation of the contingency plan. Facilitate the development or review of the office emergency evacuation plan. Facilitate the customisation of an emergency evacuation plan. Liaise with relevant stakeholders on the preparation of emergency evacuation drills. Promote incident management within the province. Investigate OHS incidents and recommend a remedial action to management. Liaise with Human Resource on Injury on Duty reported cases for further handling. Revise awareness on hazards attached to the work activities. Promote liaison with internal and external stakeholders. Liaise with Division: Facilities Management of supply chain management on the implementation of OHS in the Department. Liaise with Employee Health and Wellness on rehabilitation of employees after incidents. Liaise with the municipality and other relevant stakeholders on emergency evacuation plan / drills.

- ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4000
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302.
- NOTE** : African and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 27/09** : **CHIEF AGRICULTURAL LEGISLATIVE INSPECTOR REF NO: 3/2/1/2023/513 (X4 POSTS)**
 Directorate: Agricultural Inputs Control
 Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY CENTRE** : R359 517 per annum (Level 08)
 : Gauteng (Pretoria)
 Free State (Bloemfontein)
 Western Cape (Stellenbosh)
 Northern Cape (Upington)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor of Science Degree in the field of Agriculture (Animal Health / Parasitology / Agronomy / Nutrition / Plant Pathology / Entomology / Weed Science). Minimum of 2 years relevant experience. Job related knowledge: Public Finance Management Act. The Public Service Act. Document Tracking System. Relevant computer training. Relevant Acts and International Agreements. Regulations / Standards. Customer services. Financial Management. Meeting procedures. Evaluation of products. Computer: networks. Job related skills: Good Interpersonal skills. Ability to communicate with people at different levels. Planning and organising skills. Ability to motivate people / subordinates. Good telephone etiquette. Ability to act with tact and discretion. Interpretation of relevant legislation. Identification of shortcomings in legislations. Training / guide of personnel in performance of their tasks. Communication skills (verbal and written). Negotiating / influencing skills. Budgeting and application of funds skills. Public speaking skills. Problem solving skills. Conflict resolution and management skills. Information management skills. Identification and planning skills, Relevant computer software skills (Microsoft Office). Supervision of personnel and related matters. Chairing of meeting skills. The candidate must be willing to travel and be in a position of a valid driver licence. Willing to work extended hours and under pressure.
- DUTIES** : Render inspection accordance to relevant act and legislation. Conduct inspections at manufacturing facilities and retailers, Pest Control Operators, sterilizing plants and import sites. Issue non-compliance / compliance notice to clients. Conduct plant pre-inspections to facilitate registration. Provide advice and guidance to stakeholders, manufacturer, farmers, distributors, Pest Control Operators and consultants with regard to compliance to legislation, regulations and procedures. Provide technical reports to stakeholders and other strategic partners (inspection, compliance and non-compliance). Seize non-complying products / operations. Conduct sampling for monitoring purposes. Interact and collaborate with various stakeholders with regards to technical matters. Develop / compile progress reports on outstanding and finalized work. Initiate prosecution with non-compliance. Conduct audits. Assess compliance to all applicable regulatory standards through performance

of quality audits. Assess quality assurance practices within the industry, Pest Control Operators, sterilizing plants and farmers including Quality System Requirements. Apply appropriate auditing methodologies (sampling techniques, following audits trails, investigations, reporting, etc). Issue non-compliance / enforcement notice to clients. Initiate the review and approval of audit responses and corrective action plans. Advise the industry on regulatory requirements including domestic and internal standards applicable to the company and consequences of non-conformance. Make recommendation, follow up and initiate prosecution for non-complying products / operation. Seize non-complying products / operations. Compile audit reports. Manage complaint. Analyse, categorise and prioritise complaints according to the level of risk involved. Conduct inspections and investigations on the matter and report thereon. Initiate prosecution for non-compliance. Refer dockets to the relevant authorities (South African Police Services (SAPS) / court-prosecutors) for finalisation. Give guidance to the SAPS, Prosecutor, etc with regards to handling matters related to Act 36 / 47 and which needs to be prosecuted to SAPS and Prosecutor. Prepare and provide advice for trial purposes. Testify in court where necessary. Present condemnation to be filled to State Attorneys and Legal counsel and appeal court cases. Seize non-complying products / operations. Provide reports accordingly. Conduct awareness campaign / capacity building. Develop presentations and awareness material. Conduct awareness campaigns for internal and external stakeholders (farmers' days, agricultural shows, meeting, workshops, etc. Coordinate liaison and lead in activities related awareness with various stakeholders. Conduct raids at points of interest (railway stations, taxi ranks and other informal markets). Represent the Department at stakeholder meetings (industries, various Departments, Directorates, farmer's organisations, etc).

**ENQUIRIES
APPLICATIONS**

: Ms M.J.D. Israel Tel No: (051) 409 2628
 : 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

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

POST 27/10

: **SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING
(BOOKKEEPING) REF NO: 3/2/1/2023/516**
 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 2 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 : Ms SH Sambo Tel No: (012) 312 8872
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, and Indian Males and Coloured Females and Persons with disabilities are encouraged to apply.

POST 27/11 : **ASSISTANT PLANNER: PRE-SETTLEMENT REF NO: 3/2/1/2023/512**
 Directorate: Operational Management

SALARY : R241 485 per annum (Level 06)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Commerce / Agricultural Studies / Development Studies / Town planning. No experience required. Job related knowledge: Knowledge of Land Reform and / or development related issues. Knowledge of supply chain management / procurement. Job related skills: Computer literacy. Ability to facilitate stakeholders. Negotiation, mediation and conflict resolution skills. Communication skills (verbal and written). Good interpersonal relations. Willingness to travel, to spend extended period in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.

DUTIES : Assist in the validation of lodged claims. Conduct oral and archival research. Conduct site inspection process (mapping). Identify homestead. Package analysis of aerial photograph report. Facilitate the addressing of overlapping land claims. Separate tenants, beneficial of occupation and registered land rights. Gazetting and notification of affected stakeholders. Assist in the verification of validated claims. Interpret approved research in terms of dispossessed households. Engage the claimants to collect information such as Family Tree Affidavits, Power of Attorney Forms, Death Certificates, Marriage Certificates etc. Conduct options workshops to determine the claimant's desired restitution option. Draft verification report and list based on data collected. Assist in the preparation of negotiations and settlement of claims. Draft spreadsheet to collate necessary information for requesting the Office of the Valuer General (OVG) to Commission. Assist in the drafting of evaluations analysis and offer memorandums. Engage claimants for signing of approved offers. Assist in the settlement of negotiated claims. Assist in collecting outstanding information in the compiled Section 42D. Assist in drafting Quality Control Committee (QCC) presentations. Assist in the finalization of settled claims. Assist in drafting distribution agreement for settled claims. Assist in compiling payment clearance certificate for settled claims. Collect outstanding payment documents for settled claims. Package and submit the full payment file for implementation purpose.

ENQUIRIES : Mr W Silaule Tel No: (033) 355 8400
APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 27/12 : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2023/514**
 Directorate: Administration Support

SALARY : R202 233 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate a computer and collecting

- statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills, Computer skills, Language skills, Good communication skills (verbal and written) and Interpersonal relations. Flexibility. Ability to work within a team.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logistical Information System (LOGIS) or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods registers. Update and maintain register of suppliers.
- ENQUIRIES APPLICATIONS** : Ms L Ngoetjana Tel No: (012) 312 8352
- : 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** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 27/13** : **TRACTOR DRIVER / OPERATOR REF NO: 3/2/1/2023/508 (X2 POSTS)**
Directorate: Genetic Resources
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04)
: Gauteng (Roodeplaat)
: Applicants must be in possession of Adult Basic Education and Training (ABET) Level 3 Certificate (Basic education (literacy and numeracy)). A valid driver's licence (Code C1). Minimum of 1-year appropriate experience. Job related knowledge: Operating a tractor. Farming practices. Operating farm ground engaging implements e.g. ripper, plough, tiller etc. Job related skills: Driving skills. Communication skills (verbal and written). Willing to work overtime.
- DUTIES** : Operate a tractor with various implements (such as ploughs, rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities, through inter alia: Land cultivation. Planting. Tillage. Harvesting. Transportation of various goods. Mowing of lawn. Application of pesticides. Application of (chemical) manure / fertilizer. Irrigation and maintenance. Firefighting. Cleaning of ditches. Fencing activities. Perform vehicle maintenance and administrative support activities including inter alia the following: Ensure the safe storage, cleaning and routine maintenance of vehicle (e.g. changing tyres, checking water, oil, tyre pressure etc.). Ensure the safety storage, cleaning and routine maintenance of implements. Maintain a farm vehicle month end kilometres logbook and report accordingly. Ensure the timely reporting defects to Mechanical Workshop in order to prevent further damage. Assist with dispensing and receiving fuel and oils. Perform routine activities in respect of crop production. Perform routine activities in respect of infrastructure. Operate a specialised machinery (such as harvesters, drilling equipment, excavators etc.) in respect of: Loading and offloading goods. Repair and maintenance of farm roads. Remove any material, including loading and carting away.
- ENQUIRIES APPLICATIONS** : Mr B Maroga Tel No: (012) 319 6425
: 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** : Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.