

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 08 September 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 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 Deputy Director: Land Development Support with Ref No: 3/2/1/2022/360 for the Directorate: District Office Northern Cape that was advertised in Public Service Vacancy Circular 23 dated 24 June 2022 and the position of Registry Clerk with Ref No: 3/2/1/2023/534 for the Office of the Registrar of Deeds: Free State that was advertised in Public Service Vacancy

Circular 28 dated 11 August 2023 Has reference. The positions of Deputy Director: Land Development Support with Ref No: 3/2/1/2022/360 and Registry Clerk with Ref No: 3/2/1/2023/534 has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

- POST 30/01** : **DISTRICT DIRECTOR REF NO: 3/2/1/2023/556**
Directorate: District Office: Free State
- SALARY** : R1 162 200 per annum (Level 13), (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** : (Lejweleputwa / Fezile Dabi District Office)
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** : Mr S Mzizi Tel No: (051) 400 4200

APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300

OTHER POSTS

POST 30/02 : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/563**
Directorate: Operational Management
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS).

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economic Sciences / Development Studies / Social Sciences. Minimum of 3 years' experience in a junior management level. Job related knowledge: Through knowledge and understanding of and experience in Land reform. Knowledge of applicable legislation, policies and procedures governing Restitution of Land Rights. Basic knowledge of financial management and administration systems. Experience in research management and implementation. Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plans. Through knowledge in land reform and development-related issues. Job related skills: Strategic planning skills. General management skills. Operational planning skills. Proven supervisory skills. Project management skills. Facilitation skills. Negotiation skills. Policy analysis skills. Communication skills (verbal and written). Computer literacy. Contract management skills. Leadership skills. Ability to draft Terms of Reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.

DUTIES : Manage the processing of claims. Screen and categorise claim files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Commission pre-feasibility studies. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Compile verification reports. Stakeholder management. Conduct negotiations with landowners and claimants. Conduct options workshops. Prepare offers. Manage settlement of claims. Draft section 42D.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056

APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

POST 30/03 : **SENIOR PERSONAL ASSISTANT REF NO: 3/2/1/2023/567**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

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

CENTRE : Office of The Director General: Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Office Management and Technology / Public Management. Minimum of 3 years' experience in relevant environment. Job related knowledge: Knowledge of frontline customer care. Knowledge of Public Sector policies and procedures. Knowledge of meeting procedures. Understanding of the manner in which the office of the Director General operates. Job related skills: Ability to communicate well with a variety of people. Organising skills. Computer literacy. Interaction skills. A valid driver's licence.

DUTIES : Schedule engagements of the Director General. Manage and maintain the manual diary of the Director General. Coordinate high level meetings on behalf of the Director General with other government Departments and stakeholders.

Develop, update and circulate the departmental year calendar. Render administrative support services to the Director General. Manage all travel arrangements of the Director General. Ensure that subsistence and travel claims are finalised. Render support to Director General in the Pretoria and Cape Town offices. Manage emails of the Director General. Coordinate external and internal meetings. Ensure that Information Technology equipment and infrastructure of the Office of the Director General functions effectively and efficiently. Stay abreast of applicable prescripts and procedure to ensure efficient and effective support to the Director General. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes that apply in the Office of the Director General. Coordinate the budget for the Office of the Director General and handling of petty cash requests. Facilitate, plan oversee and drive the timely and accurate preparation of the budget of the Office of the Director General in line with Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly, monthly and quarterly. Compile Demand Management Plan (DMP), Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilization of the Director General's funds. Provide leadership and management in the Private Office. Maintain a professional environment in the Private Office. Coordinate and manage the quality of work in the Private Office. Monitor and manage the daily attendance register. Ensure the development of performance agreements and assessment reports. Facilitate all training requirements and activities. Facilitate recruitment processes. Maintain accurate leave records.

**ENQUIRIES
APPLICATIONS**

: Ms A Stevens Tel No: (012) 312 9667
 : 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 Females and Persons with disabilities are encouraged to apply.

POST 30/04

: **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 3/2/1/2023/557 (X2 POSTS)**
 Directorate: Organisational Development and Service Delivery Improvement
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Management Services / Organisational and Work Study / Operations Management / Production Management. Minimum of 3 years of experience working in Organisational Development / Work Study environment. Job related knowledge: People and project management. Business process. Management process. Job evaluation process. Change management process. Strategic planning / management. Total quality management. Financial management. Operations management. Job related skills: Computer literacy. Client orientation skills. Problem solving skills. Communication skills (verbal and written). Interpersonal skills. Organisational design skills. Report writing skills. Presentation and facilitation skills. Influencing / negotiating skills. Analytical skills. Project management skills. Operational planning skills. A valid driver's licence.

DUTIES

: Provide organizational design and establishment services. Review, align and develop structure based on Departmental strategic objectives and mandates. Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Provide business process management services. Identify and update current processes. Develop new processes. Facilitate the development of job profiles / job descriptions. Identify job profiles to be developed and reviewed. Facilitate the development and the review of the identified job profiles. Obtain sign-off sheet. Maintain job profiles of database. Quality assure job profiles as completed by Senior Organisational Development Practitioner. Provide job evaluation services. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritised jobs. Preliminary quality assures evaluated jobs. Panel job evaluation results. Update job evaluation

register in line with approved job evaluation results. Facilitate the implementation of organizational design. Maintain the organizational design and development database.

ENQUIRIES : Mr P Moopelwa Tel No: (012) 312 9496
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, Indian and White Females and Persons with disabilities are encouraged to apply

POST 30/05 : **TECHNICIAN: ESTABLISHMENT OF IRRIGATION SCHEMES REF NO: 3/2/1/2023/558**
Directorate: Water Use and Irrigation Development

SALARY : R359 517 per annum (Level 08)
CENTRE : Gauteng (Silverton)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Degree / Diploma in Agriculture (Soil Science, Agronomy, Horticulture or Irrigation). Minimum of 2 years' relevant experience. Job related knowledge: Understanding of relevant legislation that guiding the work of the sub-directorate. Procurement procedures. Integrated soil, water and infrastructure management. Irrigation systems planning, design and management. Drainage system planning, design and management. Calculations of crops water requirements. Job related skills: Ability to communicate well with people at different levels. Planning skills. Good telephone etiquette. Creativity. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Administrative skills. Computer literacy (Microsoft office, Excel / Software used in irrigation – SAPWAT). Report writing skills. Management /skills. Willingness to work extended hours and to travel. A valid driver's licence.

DUTIES : Support the development of guidelines, norms and standards for the establishment of irrigation. Conduct literature research and collection of data for the development of guideline, norms and standards for establishment of irrigation schemes. Promote best practices on establishment of irrigation scheme. Provide technical inputs / advice on initiatives pertaining to establishment of irrigation schemes. Review and provide inputs on business plans for establishment of irrigation schemes. Conduct site inspection and collect data to support irrigation establishment initiatives. Compile designs / specifications for irrigation systems. Participate and contribute inputs on committees and forums affecting the irrigation sector. Monitor the implementation of establishment of irrigation schemes in Provinces. Assess irrigation projects funded through Comprehensive Agricultural Support Programme / Ilima-Letsema. Compile technical reports with findings and recommendations. Provide technical / scientific advises on irrigated related matters to farmers.

ENQUIRIES : Ms E Malatsi Tel No: (012) 846 8560
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 30/06 : **TECHNICIAN: REVITALIZATION OF IRRIGATION SCHEMES REF NO: 3/2/1/2023/559**
Directorate: Water Use and Irrigation Development

SALARY : R359 517 per annum (Level 08)
CENTRE : Gauteng (Silverton)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Degree / Diploma in Agriculture (Soil Science, Agronomy, Horticulture or irrigation). Minimum of 2 years' relevant experience. Job related knowledge: Understanding of relevant legislation that guiding the work of the sub-directorate. Procurement procedures. Integrated soil, water and infrastructure management. Irrigation systems planning, design and management. Drainage system planning, design and management. Calculations of crops water requirements. Job related skills: Ability to communicate well with people at

- different levels. Planning skills. Good telephone etiquette. Creativity. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Administrative skills. Computer literacy (Microsoft office, Excel / Software used in irrigation – SAPWAT). Report writing skills. Management skills. Willingness to work extended hours and to travel. A valid driver's licence.
- DUTIES** : Support the development of guidelines, norms and standards for the revitalization of irrigation schemes. Conduct literature research and collection of data for the development of guideline, norms and standards for revitalisation of irrigation schemes. Promote best practices on revitalisation of irrigation scheme. Provide technical inputs / advice on initiatives pertaining to revitalisation of irrigation schemes and stock watering systems. Review and provide inputs on business plans for revitalisation of irrigation schemes and stock watering systems. Conduct site inspection and collect data to support revitalisation and stock watering initiatives. Compile designs / specifications for irrigation and stock watering systems. Participate and contribute inputs on committees and forums affecting the irrigation sector. Monitor the implementation of revitalisation of irrigation schemes and stock watering systems in Provinces. Assess revitalisation projects and stock watering systems funded through Comprehensive Agricultural Support Programme / Ilima-Letsema. Compile technical reports with findings and recommendations. Provide technical / scientific advises to farmers.
- ENQUIRIES** : Mr J Potgieter Tel No: (012) 846 8579
- 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 30/07** : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2023/562**
Directorate: Cadastral Information, Maintenance and Supply Services
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) Support. Experience with hardware and software. Experience with network support. Experience in IT technical support. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) network services. Information Technology Acts and Policies. Government ICT systems. Understanding management of information and the formal reporting system. Internal systems change control. Job related skills: Planning skills, Organising skills, Communication skills (written and verbal), Advanced computer skills, Project management skills and Interpersonal skills.
- DUTIES** : Provide IT Network Support. Monitor the data lines and identified down data lines. First line support on network calls logged by Helpdesk. Investigate, fix or report network points not working. Registration of mainframe users. Coordinate IT network support with internal and external parties. Investigate, fix or report network points not working. Installation of switches or routers when required. Monitor network and report any anomalies. Investigation of new network requirements with senior network specialist. Create reporting status reports. Make recommendations for network improvements. Investigation on required local area network (LAN) / wide area network (WAN) applications. Create monitoring report on different WAN status. Create monitoring report on Telkom data lines. Document and maintain network equipment and configurations. Create / design document on LAN infrastructure. Configurations and installation of LAN / WAN equipment. Internet Protocol (IP) management of the network. Ensure that cabling is done according to agreed standards and quality. Signoff work done by third parties. Quality assurance on work done. Testing and labelling of network points.
- ENQUIRIES** : Mr X Dlangamandla Tel No: (051) 448 0955
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

<u>POST 30/08</u>	:	<u>OFFICE ASSISTANT REF NO: 3/2/1/2023/561</u> Office of The Surveyor-General
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial Studies / Office Administration / Management. Minimum of 1-year experience in rendering secretariat and support services to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures. Telephone etiquette and basic knowledge on financial administration. Job related skills: Sound organisational skills. Computer literacy (Microsoft Office). Good Interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and Classified Secret Security Clearance.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Chief Director. Receive telephone calls in an environment where in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilise discretion to decide whether to accept / decline or refer to other employees' requests for meetings based on the assessed importance and urgency of the matter. Coordinate with and sensitise / advise the Chief Director regarding engagements. Compile realistic schedules for appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g: progress, monthly and management reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the Chief Director and the unit where required. Collect, analyse and collate information requested by the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle procurement of standard items like, stationary, refreshments etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him / her on the contents. Record minutes / decisions and communicate to relevant role-players and follow-up progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Support the Chief Director with the administration for the Chief Director's budget. Collect and coordinates all the documents that relate to the Chief Director's budget. Assist the Chief Director in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keep records for expenditure commitments, monitors expenditure and alerts the Chief Director of possible over and under spending. Check and correlate Basic Accounting system (BAS) reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles draft memorandums for this purpose. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Study the relevant Public Service and Departmental Prescripts / Policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regards to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Chief Director. Remain abreast with the procedures and processes that apply in the office of the Chief Director.
<u>ENQUIRIES</u>	:	Ms NO Ngcaba Tel No: (043) 783 1400

- APPLICATIONS** : Applications can be submitted by post: Private Bag X9086, East London, 5201 or hand delivered to: 1A Waverley Office Park, 31-33 Phillip Frame Road, Chiselhurst, East London, 5206
- NOTE** : African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 30/09** : **FOOD SAFETY AND QUALITY ASSURANCE OFFICER REF NO: 3/2/1/2023/564**
Directorate: Food Safety and Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Agricultural Science / Food Science. Minimum of 1-year relevant experience in the field of food safety and quality. Job related knowledge: Public Service Regulations. Agricultural Products Standards Act. Liquor Products Act. International agreements, conventions and bilateral agreements relating to sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import requirements. Job related skills: Ability to communicate well and interact with people at different levels. Integrity and discretion. Planning and organising skills. Creativity. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing skills. Drafting of technical and non-technical correspondence. A valid driver's licence and the ability to drive. Willingness to work extended hours.
- DUTIES** : Coordinate information in support of the evaluation, compilation and amendment of product standards / policies / procedures with regards to the quality of regulated agricultural products. Collect and collate information on international product and standards, policies, procedures, guidelines and best practice and local conditions (industry and consumer demands, climate, market conditions, etc.) with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified agricultural products destined for export, import and local markets. Conduct a preliminary evaluation of the information gathered and report accordingly. Provide support in the conducting of needs assessments and evaluation of information. Provide support in the identification of food safety and quality risks by analyzing international standards, best practice and local conditions. Provide support in the formulation and review of internal processes, import and export procedures for regulated agricultural and liquor products. Provide support in the drafting of policies and guidelines on the interpretation of the Liquor Products Act (LPA) and the Agricultural Products Act (APSA) and the implementation thereof. Provide information with regard to the application and / or interpretation of legislative framework. Identify possible methods and interventions to eliminate and / or reduce food safety and quality risks. Provide support in the processing of applications for dispensations by: Obtaining the relevant information. Evaluation of the information obtained and report accordingly. Evaluate labels of Agricultural products. Conduct a preliminary import and export risk assessment on liquor products. Conduct preliminary evaluation of analytical profiles, labels and composition of liquor products destined to ensure compliance with requirements of the Liquor Product Act, export country requirements and the European Union (EU) / Residual sugar (RS) Wines and Spirit and Environmental Protection Agency (EPA) Agreement and report accordingly. Render administrative support with regards to the administration of the relevant legislation (database and information management and stakeholder communication). Communicate with clients, industry role players, other departments and DALRRD officials on technical matters related to food safety and quality assurance. Obtain the relevant international information to keep South African industries and other divisions informed of new trends / requirements. Provide information to clients and other divisions with regards to processes and procedures. Obtain and disseminate information to stakeholders with regards to standards applicable in the importing country. Update and maintain databases and information related to the following: Registration and / or cancellation of Food Business Operators (FBOs), factory, product, A and B and date codes for processing establishments and liquor products. Registration and / or cancellation of abattoir, A and B codes. Registration and / or cancellation of labels for the export of agricultural products. Maximum Residue Limits (MRL) for dried fruit, canned fruit and vegetables, etc destined for export. Update the Wine Online export certification

- system to ensure compliance with standards of the Liquor Products Act and international standards of the various exporting countries.
- ENQUIRIES APPLICATIONS** : Mr M Fache Tel No: (012) 319 6334
: 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, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 30/10** : **SECRETARY REF NO: 3/2/1/2023/560**
Directorate: Water Use and Irrigation Development
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact, discretion and Good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Ms MJ Gabriel Tel No: (012) 846 8567
: 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, White Males and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 30/11** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/565**
Directorate: Operational Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Western Cape (Cape Town)
: 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 APPLICATIONS** : Ms F Williams Tel No: (021) 409 0300
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001
- NOTE** : African and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 30/12** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/566**
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Free State (Bloemfontein)
: 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 APPLICATIONS** : Mr C Mampa Tel No: (051) 400 4200
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.