

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 09 October 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. Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 34/01</u>	:	<u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES</u> <u>REF NO: 3/2/1/2023/619</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Limpopo (Polokwane) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost and Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics/ Supply Chain Management) (NQF Level 7). Minimum of 5 years' experience in middle / senior managerial level in the relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles. Treasury Regulations. Generally Reviewed Accounting Principles. Job related skills: Computer literacy. Communication skills (verbal and written). Management skills. Project management skills. Analytical skills. A valid drivers' licence.
<u>DUTIES</u>	:	Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regards to finance on an on-going basis. Develop policies, systems, procedures, and processes for effective implementation of financial accounting and reporting services. Oversee financial support services. Manage financial accounting of the Department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversees supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Shai Tel No: (015) 495 1954 Application can be submitted by post to Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	:	It is the department's intention to increase representativity of females and persons with disabilities at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities
<u>POST 34/02</u>	:	<u>DIRECTOR: ADMINISTRATION AND DOCUMENT MANAGEMENT REF NO: 3/2/1/2023/626</u> Directorate: Administration and Document Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Public Management / Public Administration / Business Administration. Minimum of 5 years of experience in middle / senior managerial level at administration environment. Job related knowledge: Knowledge of the public service systems and legislation governing public service delivery. Job related skills: Computer literacy skills. Communication skills (verbal and written). Report writing skills. Financial management skills. Project management skills. Organising and planning skills. Document management skills. A valid driver's licence. Ability to work under pressure, meet deadline and work within a team.
<u>DUTIES</u>	:	Develop frameworks, procedures and policy. Develop the policy and ensure that it is being implemented by staff at all times. Monitor the implementation and adherence of the Public Finance Management Act (PFMA), DPSA Directives, Archives and National Treasury Regulations. Monitor the provision

of financial administrative support services. Manage financial and administrative services. Manage supply chain management services. Manage general administration functions. Manage and supervise the overall functioning of community liaison and enquiry management in the office of the Director-General. Manage the flow of the queries from the office of Director-General and Ministry. Manage and supervise the overall functioning of documentation in the Office of the Director-General. Manage documents flowing in and out of the Office of the Director-General. Monitor instructions emanating from documents. Attend to classified documents according to the security standards. Compile submissions reports as required. Monitor the provision of administrative support services. Consolidate management information frequently. Monitor that all training activities are communicated to Human Resource Development (HRD). Verify that procurement procedures are followed at all times. Ensure that the activities of the Chief Directorate are coordinated daily. Ensure that there is compliance with the prescripts as contemplated with PFMA at all times. Manage the performance of officers reporting to him or her and compile performance contracts continuously. Compile reports and statistics on a monthly basis. Manage and supervise asset management of the Department. Ensure control and management of assets of the Department.

**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

: It is the department's intention to increase representativity of females and persons with disabilities at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

OTHER POSTS

POST 34/03

: **CHIEF PROFESSIONAL SURVEYOR REF NO: 3/2/1/2023/621**
 Directorate: Coordination of State and Land Reform Surveys

SALARY

: R990 747 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Kwazulu-Natal (Pietermaritzburg)
 : Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.

DUTIES

: Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives.

Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms N Monyake Tel No: (033) 355 2900
- 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** : Coloured Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 34/04** : **CHIEF ENVIRONMENTAL SPECIALIST REF NO: 3/2/1/2023/618**
Directorate: Disaster Technical Tools and Systems
- SALARY** : R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Environmental Science / Natural Science. Minimum of 5 years' appropriate environmental planning or natural resources management experience. Appropriate experience in environmental planning and management. Job related knowledge: Policy and legislation governing national environmental management. Knowledge of integrated development planning process and its relevance to environmental management. Knowledge of government systems and structures. Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Skills Development Legislation. Job related skills: Communication skills (verbal and written). Interpersonal relations skills. Computer literacy. Project management skills. Problem solving skills. Presentation and facilitation skills. Budget management skills. Financial management skills. A valid driver's licence and willing to travel extensively. Ability to work under pressure.
- DUTIES** : Manage proactive assessment of agricultural land prone to environmental degradation. Establish a list of farms / state land and / or smallholder land prone to environmental degradation. Involve all relevant stakeholders to ensure legitimate property access. Manage implementation of environmental rehabilitation projects. Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress. Disseminate information and advice to Sub-Directorates: Risk Analysis as well as Environmental Training and Awareness. Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress. Represent the Department In relevant fora and provide environmental advisory service to management and other Branches support disaster management efforts.

- Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress.
- ENQUIRIES APPLICATIONS** : Ms A Ntsala Tel No: (012) 319 7308
 : 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 34/05** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2023/629**
 Directorate: District Office
- SALARY** : R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : KwaZulu-Natal (Richards Bay)
 : Applicant must be in possession of Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management. Minimum of 3 years' relevant experience at junior management level. Job related knowledge: Land Reform: Provision of and Assistance Act 126 of 1993 as amended. Labour Tenants Act 3 of 1996. Restitution of Land Rights Act 22 of 1994. Extension Security of Tenure Act 62 of 1997 as amended. State Land and Disposal Policy. Beneficiary Selection and Land Allocation Policy. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication skills (verbal and written). Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management skills. Project management skills. Interpersonal relations skills. A valid driver's licence. Willingness to travel.
- DUTIES** : Coordinate the acquisition of strategically located land aligned to the National Imperatives. Provide support to District Offices on the identification and acquisition of strategically located land suitable for acquisition by the State. Maintain and update project register of all suitable land acquisition for the State. Facilitate mapping and overlaying of the identified land with key commodities. Manage the assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Provide support on land acquisition approval process through relevant structures. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Facilitate the selection of suitable candidates and allocation of land. Ensure quality assurance and information management services between District, Provincial and National offices. Ensure that the land allocation process is compliant to the Beneficiary Section Policy. Coordinate the selection process of beneficiaries for land allocation. Coordinate land allocation process through relevant approval structures. Facilitate proper handover of allocated land to Property Management. Provide land acquisition support services across districts including District Land Committees. Support land acquisition procedures within relevant policy and programme guidelines. Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Ensure coordination of the transfer and registration process. Facilitate the appointment of Conveyancers. Facilitate signing of the deed of sale. Facilitate the signing of expedition letters. Facilitate the processing of payments.
- ENQUIRIES APPLICATIONS** : Mr N.S. Myeza Tel No: (035) 789 1035
 : 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.

<u>POST 34/06</u>	:	<u>SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2023/617</u> Directorate: Marketing
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Agriculture (B Agric) Honours in Agricultural Economics or Bachelor of Science (BSc) Agric in Agricultural Economics. Minimum of 3 years' experience in Agricultural Economics environment. Job related knowledge: Good knowledge and understanding of agricultural marketing legislation, including the Marketing of Agricultural Products Act, 1996 (Act No. 47 of 1996) and the Agricultural Produce Agents Act, 1992 (Act No. 12 of 1992). Deep and broad practical understanding of the agricultural marketing environment. Good understanding of agricultural marketing and trade policies. Good understanding of the marketing linkages programmes. Basic knowledge of and ability to interpret international trade agreements. Practical knowledge and application of project management. Job related skills: Computer skills. Research and analytical skills. Planning and organizing skills. Statistical skills. Excellent report writing skills (develop memoranda, letters, submissions, etc). Communication skills (verbal and written). Presentation skills. Ability to interact with people at all levels of organisational structure. Interpersonal relations. A valid driver's licence.
<u>DUTIES</u>	:	Conduct and / or manage analyses of various agricultural commodities. Develop and / or update commodity value chain profiles. Publish and disseminate update commodity value chain profiles to targeted clients. Develop, publish and disseminate grain markets early warning reports. Update, publish and disseminate input market analysis reports to targeted clients. Facilitate the establishment and operation of Value Chain Round Tables (VCRTs) and the Marketing Forums. Guide and assist relevant stakeholders in the process of establishment of VCRT's. Facilitate sittings of the VCRTs and Marketing Forum. Report on the activities of the VCRTs and Marketing Forum. Manage the analysis / identification of economic questions / challenges pertaining to the implementation of the Marketing of Agricultural Products (MAP) Act and the Agricultural Produce Agents (APA) Act. Analyse market development that may have an impact on the implementation of the MAP Act and the APA Act. Liaise with relevant stakeholders to enable amendment of the MAP Act and the APA Act to address identified shortcomings. Liaise with relevant partners and stakeholders in the implementation of the integrated marketing strategy for agricultural products in the Republic of South Africa and manage development and maintenance of liaison fora with commodity groups, producer associations, Provincial Departments of Agriculture, other government departments, public entities and other stakeholders. Facilitate the appointment of council members for the Agricultural Produce Agents Council (APAC) and the National Agricultural Marketing Council (NAMC). Facilitate the submission of annual reports, business plans and budgets of the APAC and the NAMC. Facilitate the submission of the NAMC requests on agricultural industry trusts and statutory measures. Analyse tariffs and rebate requests from the International Trade Administration Commission (ITAC) and provide comments and recommendations. Analyse competition applications from the Competition Commission and provide comments and recommendations. Facilitate the updating of country information on the Food and Agriculture Organisation (FAO)'s Agricultural Market Information Systems (AMIS).
<u>ENQUIRIES</u>	:	Mrs N Mudzunga Tel: (012) 319 8067
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 34/07</u>	:	<u>PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/622</u> Directorate: District Office: Eastern Cape
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	OR Tambo / Alfred Nzo District

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory level in the cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

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

POST 34/08 : **ASSISTANT DIRECTOR: RISK SERVICES REF NO: 3/2/1/2023/612 (X2 POSTS)**
Directorate: Risk Services
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R424 104 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Risk Management / Business Continuity Management (NQF Level

6). Minimum of 3 years' experience working within risk management, or in agriculture, land reform and rural development as well as business continuity management. Job related knowledge: Corporate governance issues. Enterprise risk management. Public Service environment. Public Financial Management Act and National Treasury Regulations. Public Sector Risk Management Framework. Job related skills: Dynamic leadership skills. Computer literacy. Project management skills. Communications (verbal and written). Facilitation skills. Results oriented. Ability to work under pressure. Customer focus. Team management skills. Willingness to travel. A valid driver's licence.

DUTIES : Evaluate risk management programmes in all Branches. Facilitate and coordinate the operational risk assessment in the Department on an on-going basis. Assist to review and analyses policies to identify gaps in the implementation of risk management processes. Assist to conduct research in order to improve risk management processes. Ensure and monitor consistency with enterprise risk management practices and reporting throughout the Department. Implement appropriate risk management methods. Implement the risk management frameworks to support the risk maturity of the Department. Facilitate the risk management awareness session. Support initiatives to strengthen the relationship with the assurance service providers within the Department e.g. legal services, monitoring and evaluation, strategic planning and internal audit on an ongoing basis. Provide reports on implementation of risk management plans. Compile the operational risk assessment reports. Provide assistance in risk report coordination and assist in any risk related information required by Risk Management Committee. Compile the risk monitoring as well as the analysis report. Assist to coordinate the business continuity management process. Compile incidents register and report on occurrences that may affect the operations of the Department negatively. Assist to facilitate the business impact analysis and review the Business Continuity Plans. Conduct training and awareness sessions on business continuity.

ENQUIRIES : Ms N Lubisi Tel No: (012) 312 9787
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

POST 34/09 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND QUALITY ASSURANCE REF NO: 3/2/1/2023/613**
 Chief Directorate: Internal Audit

SALARY : R424 104 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Auditing / Accounting. Minimum of 3 years supervisory experience in Internal Auditing. Job related knowledge: Knowledge of Internal Auditing. Understanding of the Standards of the Institute of Internal Auditors. Understanding of 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.

DUTIES : Co-ordinate the development and updating of methodologies, policies and procedures and tools in line with best practise and the International Standards of the Institute of Internal Auditors (IIA). Coordinate the review of methodologies, policies and procedures and tools in line with best practise and standards of the IIA annually. Coordinate research on latest methodologies and trends to improve methodologies, policies and procedures. Coordinate continuous improvement of methodologies, policies and procedures. Provide training to all Internal Audit staff on improved methodologies, policies and procedures annually. Train staff in the application of Electronic Audit Software. Provide support to the staff using of the Electronic Audit Software. Review the updating of deliverables on the Electronic Auditing Software System - version control and replicas and signoffs. Review the completeness of all the Electronic

Auditing Software files after completion of the audit projects. Perform Internal Quality Assessment Review annually and coordinate the five yearly External Quality Assessment Review. Perform annual Internal Quality Assessment review. Assist with compilation, implementation and reporting of the Internal Audit annual Quality Assurance Improvement program. Coordinate the External Quality Assessment Reviews performed every five years. Perform Quality Assurance reviews on the annual internal audit plan projects on a continuous basis. Perform Quality Assurance Reviews and report on compliance to the Internal Audit Methodology of all deliverables of all audit projects prior to submission to the Chief Audit Executive (CAE). Distribute final audit report to Branches and the Director-General. Review Audit Project deliverables in line with the Internal Quality Assurance requirements of the Chief Directorate: Internal Audit. Monitor, track and report on the retention of Project Office documents in line with the document and filing reference system for the Chief Directorate: Internal Audit. Measure the implementation of management action plans on all internal Audit reports on a quarterly basis. Request progress reports from line management on implementation of management action plans on all Internal Audit reports on a quarterly basis. Analyse the reports and clarify with line management. Prepare progress on implementation of management action plans presentations to the Audit Committee on a quarterly basis. Co-ordinate the requesting of progress reports from line management on implementation of recommendations on a quarterly basis and co-ordinate the analysis the reports and clarification with line management. Review the preparation of progress on implementation of recommendations presentations to the Audit Committee on a quarterly basis. Perform the Audit Committee secretariat function and co-ordinate driver, messenger services and document deliveries. Arrange meeting venues, meeting documentation, catering and parking. Supervision of messenger services and driver services in the Chief Directorate.

- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- POST 34/10** :
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- DUTIES** :
- Mr M Rammutla Tel No: (012) 312 9840
- 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.
- Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- KNOWLEDGE SPECIALIST REF NO: 3/2/1/2023/627**
Directorate: Knowledge, Information and Records Management
- R424 104 per annum (Level 09)
Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and National Diploma in Information Management / Records Management / Information Science / Information Technology (NQF Level 6). Minimum of 3 years' experience in relevant working environment. Job related knowledge: Knowledge of Information Systems. Knowledge of hardware and software. Knowledge of Business Information. Understanding of Information Technology Infrastructure. Job related skills: Management skills. Planning skills. Organising skills. Analysing skills. Interpersonal skills. Leadership skills. Reporting writing skills. Communication skills (verbal and written).
- Co-Provide support for the establishment and nurturing of communities of practices or forums, including knowledge management awareness sessions, developing terms of references and providing secretariat services. Organise and prepare material for knowledge management sharing sessions. Assist in establishment and nurturing of community of practices. Provided inputs for development of terms of reference for community of practices. Act as secretariat for community of practices, debriefing sessions, knowledge management roasts etc. Identify, harvest knowledge to improve circulation of knowledge throughout the Department and ensure that the Knowledge Management System is functioning and accessible always. Assist to harvest knowledge through knowledge management initiatives such as knowledge harvesting, handover reports, debriefing sessions, etc. Provide the Knowledge Management System that is functional and easy to access. Work closely with Information Communication Technology (ICT) team with regards to the development of knowledge management tools. Driver information and knowledge sharing and collaboration using appropriate mechanisms including

Knowledge Management System, Communities of Practice and Intranet collaboration portals continuously. Develop and maintain a well-functioning and updated knowledge management portal. Provide Knowledge Management System training to officials per Branch. Provide support to knowledge management existing governance structure, act as secretariat for Knowledge Management Committee (KMC) which assists with the implementation of knowledge management programs and systems in Branches. Act as secretariat for Knowledge Management Committee (KMC) and encourage adherence of the approved KMC terms of reference. Assist to implement approved DPSA knowledge management implementation plan and update it on-going basis. Assists with the improvement of circulating knowledge throughout the Department. Create awareness and conducting knowledge sharing session quarterly in the Department. Disseminate information about the organisation's knowledge sharing programs to internal audiences, including organising knowledge sharing events. Maintain communications on knowledge sharing processes across the Department through Internal Communication and preparation of brochures. Engage and network with stakeholders regarding knowledge management services such as debriefing / knowledge sharing, knowledge harvesting, training, handover reports and community of practices.

- ENQUIRIES APPLICATIONS** : Ms C Kekana Tel No: (012) 312 8820
 : 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, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/11** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/620**
 Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
 : Limpopo (Vhembe District)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.
- ENQUIRIES APPLICATIONS** : Mr LS Mahasha Tel No: (015) 495 1956
 : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700

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

POST 34/12 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/623**
Directorate: Quality Assurance and Administration

SALARY : R359 517 per annum (Level 08)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Degree / National Diploma in Public Administration / Management / Administrative Management. Minimum of 2 years' experience in administrative related work. Ability to carry out supply chain management activities. Job related knowledge: Knowledge of supply chain management. Knowledge of projects and process. Knowledge of government legislation. Job related skills: Time management skills. Planning and organisation skills. Decision making skills. Computer literacy. Analytical skills. Telephone etiquette. Interpersonal and communication skills (verbal and written). A valid driver's licence and ability to work under pressure.

DUTIES : Develop, administer and maintain restitution land claims database. Maintain the implementation of the file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimant. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Provide registry services. Receive and issue brown files not scanned on the Electronic Document Management (EDM). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to the registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials offices unless the official ask for extension. File indexing. Spot check on files at registry / incident audit. Maintain a filing system. Capture approved projects or files for easy retrieval in registry and create file numbers for approved Section 42D, Section 42C and Section 42E. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of claims on the approved acceptance research report, non-compliant, dismissed deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheets. Keep statistics of files captured on spreadsheets and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the Directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
APPLICATIONS : can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

POST 34/13 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2023/630**
Directorate: Inspection Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Agriculture. Minimum of 2 years relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food safety and quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Technical skills, Law enforcement skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills,

- Listening skills, Computer literacy and report writing skills. A valid driver's licence and the ability to drive. Willingness to travel and work extended hours. Relief duties.
- DUTIES** :
- Application and enforcement of legislation and international agreements. Supervise inspections and make recommendations in terms of the appropriate actions. Coordinate searches of passengers, motor vehicles, etc with regards to illegal import of regulated agricultural products by the appropriate means, i.e physical inspections, sniffer dogs or X-ray machines. Prohibit the illegal importation, exportation and national movement of regulated articles from / to the ports of entry. Prohibit the sale of non-compliant imported and locally produced agricultural products. Confiscate and detain non-compliant agricultural products. Coordinate the proper handling and /or disposal of consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Coordinate and / or conduct investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities and institute the appropriate action accordingly. Provide evidence during court cases where necessary. Coordinate and / or issue phytosanitary, quality and / or quality certificates. Provide technical advice and guidance to stakeholders (internal and external). Advise stakeholders on the interpretation and application of the relevant legislation and prescripts. Advise stakeholders on the relevant processes and procedures. Provide advice for the granting of dispensations on the existing legislation. Provide advice to stakeholders (e.g trade organizations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Handle complaints, queries and enquiries from customers. Conduct audit inspections of the assignees. Conduct audits on the inspection function to ensure adherence to norms, standards, procedures and guidelines. Conduct audits on entities (assignees) to ensure that they deliver on their mandates. Draft audit reports with recommendations. Follow up on the implementation of the recommendation. Perform administrative duties. Manage the database. Analyse international standards and best practice and provide inputs into standards operating procedures / internal processes and draft policies and legislation. Provide inputs into operational planning. Assist in the identification of customer information needs. Compile reports, submissions, and correspondence as required. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr G Tsako Tel No: (021) 809 1641
- can be submitted by post for attention HRM Office 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 White Females and Persons with disabilities are encouraged to apply.
- POST 34/14** :
- ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/615**
Directorate: Knowledge, Information and Records Management
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R294 321 per annum (Level 07)
 - Gauteng (Pretoria)
 - Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
- DUTIES** :
- Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated

National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

- ENQUIRIES** : Ms A Remcken at (060) 582 1906
- NOTE** : African, Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- 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.
- POST 34/15** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/616**
Directorate: Human Resource Administration
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Condition of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions. Promotions of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Planning and organisational skills, Computer literacy skills, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES** : Ms L Strydom Tel No: (012) 312 9527
- 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 and Indian Females and Persons with disabilities are encouraged to apply.

<u>POST 34/16</u>	:	<u>STATE ACCOUNTANT REF NO: 3/2/1/2023/625</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and salary administration (PERSAL), Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy. Communication skills (verbal and written). A valid driver's licence.
<u>DUTIES</u>	:	Process BAS. PERSAL and LOGIS transactions. Check, verify payments and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture and approve journals. Reconcile Travel Agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and portfolio of evidence on financial reports (accruals and payables report). Provide inputs on invoices paid within 30 days. Compile Medium Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and report. Perform day end and deposit confirmation.
<u>ENQUIRIES</u>	:	Mr D Lebergane Tel No: (053) 830 4060
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	African, Indian, Coloured and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 34/17</u>	:	<u>HELPDESK OPERATOR REF NO: 3/2/1/2023/628</u> Directorate: Information Communication Technology (ICT) Service Management
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma or Degree in Information Technology (National Diploma, Bachelor of Science, B-Tech). Minimum of 1-year experience in call centre environment. Job related knowledge: Government system and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Job-related skills: Good Interpersonal skills. Communication skills (verbal and written). Organisational and planning skills. Good reporting skills Computer literacy. Good Interpersonal relations skills. Ability to take initiative and work independently. Ability to maintain confidentiality.
<u>DUTIES</u>	:	Log the reported incident and provide the user with a reference number. Update user details on the call logging system. Capture the user incident as per the user description. Provide reference number to the user. Prioritise, categorise and allocate logged incidents according to the identified impact and urgency to the business. Provide 1st line assistance support on an incident that requires procedural resolution and does not need technical expertise. Render trouble shooting service where required and resolve calls on first line where possible. Capture the trouble shooting activities performed to assist the next level of support to minimise mean time to resolve. Follow up with users / technical support teams on requests with missing information and on non-acknowledged allocated incidents. Provide feedback to users on the status of their logged incidents. Communicate with technical teams to acquire information on actions taken on logged incidents. Communicate overall analysis of Logged calls, identify and report on trends in different support groups and service categories.
<u>ENQUIRIES</u>	:	Ms T Yenana Tel No: (012) 312 8148
<u>APPLICATIONS</u>	:	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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/18** : **SECRETARY REF NO: 3/2/1/2023/614**
Directorate: Knowledge, Information and Records Management
- 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 A Remcken at (060) 582 1906
: 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 34/19** : **FINANCE CLERK REF NO: 3/2/1/2023/624**
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: North West (Mmabatho)
: Applicants must be in possession of a Grade 12 Certificate. No experience. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial Manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer literacy skills, Flexibility skills, Communication skills (verbal and written), Interpersonal relations skills and Basic numeracy skills. A valid driver's license. Ability to work within a team.

- Ability to perform routine tasks. Ability to operate office equipments. Ability to work under pressure and meeting deadlines.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Check invoices (e.g. capture payment). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustment, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File documents. Receive and capture cash payment.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/20** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/631**
 Directorate: Financial and Supply Chain Management Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Mr C Mampa 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.
- NOTE** : African, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.