

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 13 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). 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.

## OTHER POSTS

- POST 35/01** : **ENGINEER (PRODUCTION) (GRADE A-C) REF NO: 3/2/1/2023/634**  
Directorate: Infrastructure Support  
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R795 147 – R1 197 978 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Gauteng (Silverton)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Engineering Degree (B Eng / BSC Eng) or related qualification. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 3 years post qualification engineering experience. Job related knowledge: Computer literacy, Public Finance Management Act, Planning and organising, Project management, Integrated Food Security Strategy, Public Policy Development and Formulation, should be competent in Microsoft computer packages, Demonstration of stakeholder management, Knowledge of Public Service and Departmental prescripts / policies. Knowledge of Food Security policy strategies and programmes. Job related skills: Planning skills. Initiative skills. Problem solving abilities. Interpretation of findings. Analytical

skills. Computer literacy. Report writing skills. High level of interpersonal skills. Negotiation, tact, diplomacy and facilitation ability. Project management skills. Strong communication skills (verbal and written). Strong advisory and facilitation skills, including the ability to work with national authorities to build VAA (Strategic Planning at the State Education Institutions) institutions and procedures, interpretation of relevant documents. A valid driver's licence. Willingness to work extended hours.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of Technicians, Technologists and Candidate Engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering related matters.

**ENQUIRIES** : Mr K Motebejane Tel No: (012) 846 8501 / 072 056 1924  
**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 African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 35/02** : **PROJECT COORDINATOR: STARTEGIC LANDACQUISITION REF NO: 3/2/1/2023/638 (X2 POSTS)**  
 Directorate: District Office

**SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Free State (Motheo / Xhariep District)  
**REQUIREMENTS** : Applicants must be in possession of a 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 is required. Job related knowledge: Land Reform: Provision of 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 Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. 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 license. Willingness to travel.

**DUTIES** : Coordinate and implement the acquisition of strategically located land aligned to the National imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Develop project register of land for acquisition by the State. Coordinate mapping and overlaying of the identified land with key commodities and National imperatives. Coordinate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Coordinate the selection of suitable candidates and allocation of land. Compile the database of all land allocation applications

received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committee's consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Coordinate land acquisition and land allocation services within the district. Implements land acquisition and allocation project cycle. Implement 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. Maintain the land application system / database. Develop credible land application system / database, Compile management information report to relevant approval structures and departmental management.

- ENQUIRIES** : Mr. E Mosia Tel No: (051) 400 4200
- APPLICATIONS** : can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 35/03** : **CONTROL SCIENTIFIC TECHNICIAN REF NO: 3/2/1/2023/632**  
Directorate: Plant Production
- SALARY** : R499 275 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Gauteng (Roodeplaat)
- REQUIREMENTS** : Applicant must be in possession of Grade 12 Certificate and a National Diploma in Science or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. Minimum of 6 years post qualification technical (scientific) experience. Job related knowledge: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Technical report writing, Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Job related skills: Strategic capacity and leadership skills. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer literacy. Planning and organizing skills. Change management skills. Networking skills. Conflict management skills. People management skills. Problem solving and analysis skills. Willingness to work long hours and to travel extensively. Overtime work will be required. Field work. A valid driver's license.
- DUTIES** : Oversee the development and implementation of the seed analysis methodology (International Seed Testing Association - ISTA), systems and processes (Quality Assurance System - QAS) and related procedures that are applicable to seed testing. Perform final review and approve (if required) scientific technical projects that takes place at the Official Seed Testing Laboratory (OSTL). Perform the technical scientific functions for compliance with QAS of ISTA, i.e. Quality Manager. Set technical standards, specifications and service levels according to organizational objectives. Maintain that good laboratory practices and safety / health / wellness procedures for the seed testing facility takes place. Availability of material. Monitor and evaluate technical efficiencies in accordance with the published methodology of ISTA's International Rules for Seed Testing. Report non-conformances and incidents. Provide strategic leadership on technical scientific matters related to the activity of seed testing. Provide expert support and advice with regard to seed testing related issue to stakeholders. Manage the technical facility, i.e. OSTL by surveying the activities undertaken for management attention. Develop relationships, collaborations and participate at national, regional and international level. Play a lead role in the presentation and exchange of technical knowledge and information. Report non-conformances and incidents. Lead the coordination and development of databases, procedures and regulatory frameworks for seed testing purposes. Co-ordinate the development of technical methodology for acquiring and processing of seed testing data e.g. Seed Analysis System (SAS), Surveys and Registered Laboratory Database (RLDB). Manage the evaluation, monitoring and dissemination of seed testing

data through implementation of internal systems, i.e. registers, random checks and verification, signing of International Certificates, problem solving. Provide inputs related to seed testing for the regulatory framework for seed, i.e. Plant Improvement Act (Act 53 of 1976). Design, develop and customize appropriate technical procedures to generate information and knowledge in the format of a specialized reporting system. Formulate and evaluate proposals and compile reports. Report non-conformances and incidents. Basic technical research and development. Continuous professional development to keep up with new seed testing related technologies and procedures. Initiate, lead and co-ordinate basic research with regard to seed testing and provide technical support. Ensure knowledge generation and dissemination. Review technical publications, i.e. reports, information, documents, etc. Liaise with the relevant body, i.e. ISTA on technical / science seed testing related matters. Human capital development. Mentor, train and develop technicians and general technical assistants to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice in seed testing, i.e. internal and external. Manage the performance and development of staff by implementation of a training program for currently serving officials and ensuring that the training program for newly appointed officials is implemented. Develop and ensure that an annual training program for the seed industry and other stakeholders is implemented. Supervise scientific work and processes. Manage the performance and development of staff. Discipline and control.

**ENQUIRIES** : Mr J Mahlabe Tel No: (012) 319 6072  
**APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.  
**NOTE** : Coloured, Indian and White Males, and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

**POST 35/04** : **SECRETARY REF NO: 3/2/1/2023/635**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Directorate: Strategic Institutional Partnerships: Gauteng (Pretoria)  
**REQUIREMENTS** : 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** : Ms G Mosito Tel No: (012) 312 8268

- 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 35/05** : **SECRETARY REF NO: 3/2/1/2023/637**  
Directorate: Animal Production
- 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 refer 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. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identify venues, invite 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** : Mr J Mamabolo Tel No: (012) 319 7597  
: 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 African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 35/06** : **REGISTRY CLERK REF NO: 3/2/1/2023/639**  
Directorate: Human Resource Administration
- 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: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files.

Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on posts to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES**  
**APPLICATIONS**

: Ms L Maphutha Tel No: (012) 312 9425  
: 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 Indian Females and Persons with disabilities are encouraged to apply.