

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

***Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.***

**APPLICATIONS**

: Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below addresses.

**Head office: Polokwane:** The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane, 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

**Capricorn District:** The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.

**Sekhukhune District:** The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort, 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowakgomo.

**Mopani District:** The Director Mopani District Limpopo Department of Agriculture and Rural Development, Private Bag X577, Giyani, 0826 or hand delivered to: Old Parliamentary Building, Giyani, 0826.

**CLOSING DATE**

: 29 September 2025

**NOTE**

: It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new Z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as

well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment". Note: Shortlisted candidates for Senior Management Services (SMS) 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 panel 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 tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such on the date of the interview. Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made by the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

#### **OTHER POSTS**

<b><u>POST 33/134</u></b>	:	<b><u>CHIEF ENGINEER REF NO: LDARD 1/8/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 266 450 per annum (OSD), all-inclusive package
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus Engineering degree (B Eng/ BSC (Eng) or equivalent qualification as recognised by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Technical: Programme and Project management. Engineering, legal and operational compliance. Engineering Operational communication. Process knowledge and skills. Maintenance skills. and knowledge. Mobile equipment operating skills. Engineering design and analysis. knowledge. Research and Development. Computer-aided Engineering applications. Creating high Performance culture.

		Technical Consulting. Engineering and Professional judgment. Generic: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity Financial Management. Customer focus and Responsiveness. Communication. Computer skills. People Management. Planning and organising. Conflict Management. Negotiation skills. Change management.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 33/135</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: LDARD 2/8/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Purchasing Management, Supply Chain Management and Logistics Management) or equivalent qualification as recognised by SAQA. A minimum of three (03) - five (05) years' experience in Acquisition Management / Supply Chain Management at Supervisory Position. A valid driver's licence (with the exception of people with disabilities). knowledge, competencies and skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Understanding of Procurement Regulations, policies, Procurement strategies, Framework and Acts. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Presentation skills. Coordination skills. Change Management skills. Communication skills. Conflict Management skills. Presentation and Report writing skills. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances.
<b><u>DUTIES</u></b>	:	Facilitate advertisement of bids and price quotations. Facilitate bids evaluation meetings. Facilitate adjudication of bids and price quotations and compilation of procurement reports. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 33/136</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 3/8/2025 (X2) POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mopani District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Human Resource Management/ Public Management/ Administration or equivalent appropriate tertiary qualification as recognized by SAQA. PERSAL training certificates. A minimum of 2-3 years' experience in Human Resource Management environment. knowledge, competencies and skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Understanding of COIDA. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills.
<b><u>DUTIES</u></b>	:	Provide human resource provisioning. Provide conditions of service. Provide human resource planning. Supervise subordinates and utilize resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
<b><u>POST 33/137</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sekhukhune East Ref No: LDARD 4/8/2025 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Sekhukhune West Ref No: LDARD 5/8/2025 (X1 Post) Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/Financial Management Qualification or equivalent qualification as recognized by SAQA. A minimum of 2-3 years' experience in Administration. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Supervise and render administrative support services at Agro-ecological zone. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services. Supervise and provide personnel administration clerical support services. Supervise and provide financial administration support services. Supervise and provide transport support services. Supervise human resources/staff.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
<b><u>POST 33/138</u></b>	:	<b><u>ADMINISTRATIVE CLERK: STORES (SUPPLY CHAIN &amp; ASSET MANAGEMENT) REF NO: LDARD 6/8/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Capricorn District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification as recognized by SAQA. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate 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. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organization.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<b><u>ENQUIRIES</u></b>	:	Ms. Sebatjane LD Tel No: (015) 632 8609, Mr. Masera TN Tel No: (015) 632 8625, Maredi RB Tel No: (015) 632 8610
<b><u>POST 33/139</u></b>	:	<b><u>PHOTOCOPIER OPERATOR: ADMINISTRATION SUPPORT SERVICES REF NO: LDARD 7/8/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sekhukhune South Central
<b><u>REQUIREMENTS</u></b>	:	Grade 8 certificate or equivalent qualification as recognized by SAQA. Knowledge, Competencies and Skills: Knowledge of operating office machine or equipment's. Report writing skills, computer skills, problem solving skills. Ability to communicate with stakeholders at all levels. Computer literacy will be tested.
<b><u>DUTIES</u></b>	:	To provide photocopier services. Operate the photocopier and fax machines. Binding and laminating documents. Provide counter service. Perform minor maintenance on the photocopier machine. Make requisition for photocopying materials.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.