

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND
REFORM**

- APPLICATIONS** : Post Name and quote the relevant reference number. The applications can be posted to: Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, Private Bag X5018, Kimberley, 8301 or Email to: blommiejacobs@ncpg.gov.za or tpika@ncpg.gov.za or Hand delivered applications may be submitted at reception, Temothuo House, Old Kimberlite Hotel, 162 George Street, Kimberley.
- FOR ATTENTION** : Mrs. L. Phayane
- CLOSING DATE** : 05 May 2026
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Failure to do so, your application will be disqualified. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 13/301 : **ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER IN THE OFFICE OF THE MEMBER OF THE EXECUTIVE COUNCIL: DIRECTORATE: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DAERL/04/01/26**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive package)
: Kimberley
: Bachelor's degree in Administration / Public Administration and / or equivalent qualification at NQF level 6 three (3) years' experience applicable to the relevant discipline at Assistant Director Level. Valid driver's license. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, proven management competencies, Understanding of administrative procedure and knowledge of relevant policies and regulations.

DUTIES : Develop, implement and maintain system, registers and database to monitor and manage the flow of documents to, from and within the office of the Executive Authority. Compile correspondence, submissions and cabinet memoranda as required. Manage the procurement and maintenance of equipment and administer to budget in the office of the Executive Authority. Manage logistical support in the office of the Executive Authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classifications. Liaise with internal and external role-players with regard to matters relating to the portfolio of the Executive Authority. Brief the Head of Office on matters regarding the Executive Authority portfolio on the agenda of Cabinet/Executive council; Manage the distribution of memoranda to Cabinet/Executive Council member; Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/ Executive Council and alert the Head of Office and Executive Authority of actions to be taken and due dates. General supervision of the employees in the office of the Executive Authority; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr K. Mohibidu at 082 509 9374

POST 13/302 : **ENGINEER PRODUCTION GRADE A REF NO: DAERL/04/05/26**

SALARY CENTRE REQUIREMENTS : R879 342 per annum, all-inclusive package, (OSD)
: Upton
: Applicants must be in possession of an appropriate degree in Agricultural/Civil Engineering (B Eng/BSc) or relevant equivalent qualification at NQF level 7 with minimum 2 years post qualification experience in agricultural/civil engineering and registered as a professional engineer. Compulsory registration with ECSA. Problem solving and analysis, client orientation and customer focus. Service delivery innovation and good communication skills. Technical competencies and in-depth knowledge of engineering design principles. Engineering and professional judgment. Contract management and knowledge of legal and operational compliance. Valid drivers' license is compulsory – minimum code 8.

DUTIES : The successful candidate will perform the following duties: Design, construction and contract management of irrigation systems, crop processing plants, packaging facilities, animal housing, green houses, farm mechanization (tractors and relevant planters and implements) and other farm structures. Knowledge of Model Maker design program, AUTOCAD, surveying with Trimble GPS and processing with Trimble Business Centre survey programs will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software programs, Microsoft Office and Power Point. Excellent interpersonal relation skills, ability to handle tasks of a multi-faceted nature, sound communication skills both verbal, working under pressure with deadlines and written, problem solving. Technical and

engineering skills would be expected in agricultural development support programs, i.e. CASP, ILLIMA LETSEMA and Land Care. Travel and working in other remote areas in Northern Cape would be expected from the successful candidate.

ENQUIRIES : Mr WJJ. De Bruyn at 083 292 0386

POST 13/303 : **SCIENTIST PRODUCTION GRADE A REF NO: DAERL/04/03/26**

SALARY : R761 157 per annum, all-inclusive package, (OSD)

CENTRE : Koopmansfontein Research Station

REQUIREMENTS : The applicant must be in possession of a BSc Hons in Agriculture, Animal Science with a five years' research experience. Knowledge, experience and skills in basic concepts of and the latest developments in animal production technology, together with the ability to manage a scientific research unit is highly recommended. Preference will also be given to candidates with sound communication skills and experience in budgeting, expenditure control and human resource management. Proven statistical skills and computer literacy is required for the execution of most tasks and a valid driver's license is essential.

DUTIES : The incumbent will be required to render expert and needs based research, development and technology transfer services impacting on development objectives. Develop and implement methodologies, policies, systems and procedures; Identify gaps and develop appropriate interventions; monitor and evaluate programme performance; Provide scientific support and advice; To provide scientific analysis and regulatory functions; Conduct analysis of scientific data; Formulate proposals and compile reports; develop and customize scientific models and techniques. Continuous research and development of studies to improve expertise; Human Capital development – Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles.

ENQUIRIES : Mr T. Sedumedi at 083 401 8023

POST 13/304 : **SCIENTIST PRODUCTION GRADE A REF NO: DAERL/04/04/26**

SALARY : R761 157 per annum, all-inclusive package, (OSD)

CENTRE : Vaalharts Research Station

REQUIREMENTS : The applicant must be in possession of a BSc Hons in Agriculture, Animal Science with a five years' research experience. Knowledge, experience and skills in basic concepts of and the latest developments in animal production technology, together with the ability to manage a scientific research unit is highly recommended. Preference will also be given to candidates with sound communication skills and experience in budgeting, expenditure control and human resource management. Proven statistical skills and computer literacy is required for the execution of most tasks and a valid driver's license is essential.

DUTIES : The incumbent will be required to render expert and needs based research, development and technology transfer services impacting on development objectives. Develop and implement methodologies, policies, systems and procedures; Identify gaps and develop appropriate interventions; monitor and evaluate programme performance; Provide scientific support and advice; To provide scientific analysis and regulatory functions; Conduct analysis of scientific data; Formulate proposals and compile reports; develop and customize scientific models and techniques. Continuous research and development of studies to improve expertise; Human Capital development – Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles.

ENQUIRIES : Mr T. Sedumedi at 083 401 8023

POST 13/305 : **CANDIDATE ENGINEER REF NO: DAERL/04/06/26**
(5-Year Contract)

SALARY : R761 157 per annum, (OSD)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of an appropriate 3-4 years' National Higher diploma or BTECH degree in Civil Engineering or Relevant qualification. Compulsory registration with ECSA Relevant Experience in the field of the Engineering Sector will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software's, Microsoft Office, Power point. Excellent interpersonal relation skills,

		Ability to handle tasks of a multi-faceted nature, Sound communication skills both verbal and written, Problem solving skills. Valid drivers' license – minimum code 8.
<u>DUTIES</u>	:	Design and construction contract management of irrigation, sub-surface, drainage, water run-off control, soil conservation structures and stock water systems. Design and construction contract management of other on-farm infrastructure i.e. fences, animal handling and housing facilities, dams, buildings. Technical and engineering skills in agricultural development support programs, i.e. CASP, ILLIMA, and LETSEMA.
<u>ENQUIRIES</u>	:	Mr WJJ De Bruyn at 083 292 0386
<u>POST 13/306</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A – COMMUNICATION AND AWARENESS RAISING REF NO: DAERL/04/02/26</u>
<u>SALARY</u>	:	R612 480 per annum, (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An Undergraduate (NQF 7) in Environmental Sciences, Communication Science/ Social Sciences or Educational qualifications or relevant equivalent qualification. Five years' experience at a middle management level would be regard as an added advantage in the relevant field. Knowledge of government prescripts and protocols, administrative procedures, financial management, project management, educational systems and protocols, extensive administrative experience, quality control with regard to meeting procedures & minute taking, extensive administrative experience and HR Practices. Communication skills (written and spoken), leadership and management skills, coordination skills, planning and organizational skills, decision-making skills and report writing skills.
<u>DUTIES</u>	:	Manage the development and implementation of stakeholder engagement plan. Develop, implement and manage the Department's Environmental education and awareness campaigns strategies and plans. Manage the development and implementation of community outreach and Eco - school's engagement programs. Engage the district offices in the development of issue / locally based stakeholder engagement programs. Provide leadership in measuring the effectiveness of environmental education approaches employed by the department. Develop projects and action plans. Develop educational tools to promote environmental action within the communities of the Northern Cape.
<u>ENQUIRIES</u>	:	Mr B. Fisher at 082 563 0224
<u>POST 13/307</u>	:	<u>ASSISTANT MANAGER: ACQUISITION MANAGEMENT REF NO: DAERL/04/19/26</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6 as recognized by SAQA) in Supply Chain Management or Public Administration or Public Management or Financial Management coupled with at least 3 years' relevant experience at supervisory level or SL 7/8 within a SCM environment. A good understanding of the relevant government regulatory framework. Good knowledge of Transversal Systems, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 driving license.
<u>DUTIES</u>	:	Monitor the implementation of demand, and acquisition processes: Coordinate the invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance with the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee.

Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing of disposal of assets to NGOs for districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed of. Consolidate asset register for all districts. Performance of logistics management: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Monitoring of the ordering, receipt and storing of stationery and printing consumables. Implementation of policies to minimize risk of losses: Ensure that all stock items are reported and follow-up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

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Mr R.O. Enele at 072 632 9673

POST 13/308

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ENVIRONMENTAL OFFICER PRODUCTION GRADE A: IMPACT MANAGEMENT REF NO: DAERL/04/07/26

SALARY CENTRE REQUIREMENTS

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R343 842 per annum, (OSD)
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An appropriate 3-year tertiary qualification (National Diploma / B-Degree) in the Natural Sciences or Environmental Sciences / Management / equivalent Science Degree with at least 2 years post qualification experience in EIAs, Environmental Management or related field. A valid driver's licence. Broad knowledge in EIA Regulations and administration in terms of NEMA (Act 107 of 1998) and other related environmental regulations governing the environment. Knowledge on Integrated Environmental Management. Good verbal and written communication and report writing skills are essential. Basic knowledge of: public administration; presentation skills; computer literacy; interpersonal skills; ability to work independently and in a team and good facilitation skills.

DUTIES

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Process EIA applications, provide technical advice and procedural advice to stakeholders and applicants. Attend Environmental Management Committee meetings as required for project presentations and technical advice. Conduct site inspections, draft and recommend environmental authorisation for submission and decision-making by relevant delegated authority. Disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.

ENQUIRIES

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Mr B. Fisher at 082 563 0224