

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT 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 Hand delivered applications may be submitted at reception, Temothuo House, Old Kimberlite Hotel, 162 George Street, Kimberley.
- FOR ATTENTION** : Mrs. L. Phayane
- CLOSING DATE** : 17 August 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 27/212** : **CANDIDATE ENGINEER REF NO: DAERL/04/06/26**
Re-advertisement, previous applicants are encouraged to apply again.
(5-Year Contract)
- SALARY** : R791 604 per annum, (all-inclusive package), (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Kimberley
	:	The candidate must be in possession of a NQF Level 7 BSc Civil/ Agricultural Engineering qualification; Compulsory ECSA registration as a Candidate Engineer. Relevant experience in the field of engineering sector will be an added 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>	:	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.
<u>ENQUIRIES</u>	:	Mr WJJ De Bruyn at 083 292 0386
<u>POST 27/213</u>	:	<u>SECRETARY TO DIRECTOR: BIODIVERSITY MANAGEMENT REF NO: DAERL/04/08/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Kimberley
	:	A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES NOTE</u>	:	Mr A. Abrahams at 072 395 7676
	:	Preference will be given to candidates within the respective districts.

<u>POST 27/214</u>	:	<u>SECRETARY TO DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: DAERL/04/9/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's Licence will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Mr. O.T. Gaorelwe at 066 470 4334
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/215</u>	:	<u>SECRETARY TO DIRECTOR: ENVIRONMENTAL QUALITY MANAGEMENT REF NO: DAERL/04/10/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial / receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect

		and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Mr. B. Fisher at 082 463 0224
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/216</u>	:	<u>SECRETARY TO DIRECTOR: AGRICULTURAL PRODUCER SUPPORT</u> <u>REF NO: DAERL/04/11/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Taking minutes in meetings and minute writing. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Ms. L. Senosi at 082 559 6648
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/217</u>	:	<u>SECRETARY TO DIRECTOR: VETERINARY SERVICES REF NO: DAERL/04/12/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior

		Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Dr. M Letsie at 083 291 9974
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/218</u>	:	<u>SENIOR FIELD RANGER REF NO: DAERL/04/13/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Goegap Nature Reserve
<u>REQUIREMENTS</u>	:	A grade 12 Certificate with proven 3 years' experience in a Field Ranger environment and a Code EB driver's license are the minimum requirements for appointment. Computer literacy will be an added advantage. After appointment the EMI course must be completed with designation as a Grade 5 EMI official.
<u>DUTIES</u>	:	Assist with the protection of the Reserve and its natural environment resources (Plan and conduct nature conservation patrols; Inspect and repair boundary fence; Warn visitors on unauthorized actions within the reserves and report non-compliance; and assist with fire management services, maintain the fire belts along fences and facilities, conduct block burns); Assist with monitoring of ecological processes, habitats and biodiversity in the reserves; (Gather biological and ecological data, Report on areas for rehabilitation; and monitor rehabilitation areas) Assist with the monitoring and control of recreational facilities (Control and monitoring of recreational activities; and maintenance of recreational facilities); Communicate with visitors to promote the value and use of the reserve (Plan and execute educational programmes, arrange the necessary equipment for and conduct presentation); Perform all administrative and related function which would include the following (Perform all administrative duties emanating from field ranger responsibilities, issuance of permits, writing of reports)
<u>ENQUIRIES</u>	:	Mr. T. Mathebula at 082 308 4371
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/219</u>	:	<u>CLEANER: AGRICULTURAL PRODUCER SUPPORT REF NO: DAERL/04/14/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Kuruman (Mothibistad)
<u>REQUIREMENTS</u>	:	Applicants must be self-motivated and well-organized individual, and no formal qualifications are required. Basic Literacy and communication skills will be an added advantage in the filling of this post. Previous cleaning experience will be an advantage; Ability to work independently and as part of a team; Good time management and attention to detail; Trustworthy, punctual, and professional.
<u>DUTIES</u>	:	Cleaning offices, corridors, restrooms, and common areas; Sweeping, mopping, vacuuming, and dusting surfaces; Emptying bins and ensuring proper waste disposal; Maintaining cleaning equipment and supplies; Reporting any maintenance or safety issues; Operate additional function when required.
<u>ENQUIRIES</u>	:	Mr. Jr. Kalakgosi at 082 734 4687
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.

<u>POST 27/220</u>	:	<u>CLEANER: AGRICULTURAL PRODUCER SUPPORT REF NO: DAERL/04/15/26</u>
		Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Upington
<u>REQUIREMENTS</u>	:	Applicants must be self-motivated and well-organized individual, and no formal qualifications are required. Basic Literacy and communication skills will be an added advantage in the filling of this post. Previous cleaning experience will be an advantage; Ability to work independently and as part of a team; Good time management and attention to detail; Trustworthy, punctual, and professional.
<u>DUTIES</u>	:	Cleaning offices, corridors, restrooms, and common areas; Sweeping, mopping, vacuuming, and dusting surfaces; Emptying bins and ensuring proper waste disposal; Maintaining cleaning equipment and supplies; Reporting any maintenance or safety issues; Operate additional function when required.
<u>ENQUIRIES</u>	:	Dr. A. Majaja at 082 560 8455
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/221</u>	:	<u>GENERAL ASSISTANT REF NO: DAERL/04/16/26</u>
		Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Goegap Nature Reserve
<u>REQUIREMENTS</u>	:	A grade 10 Certificate; with code 10 driver's license. Candidate to be physically fit and able to work in extreme working conditions (heat, cold, in the veld with limited or no communication); must be able to function well in a team and execute orders.
<u>DUTIES</u>	:	Perform physical maintenance of roads, fences, hiking trails and reserve vehicles; Perform physical maintenance of Goegap Nature Reserve building infrastructure and visitor facilities; Perform physical routine maintenance on Goegap Nature Reserve's operational equipment and reserve vehicles; Provide physical assistance in the management of the ecology of the Goegap Nature Reserve; perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. T. Mathebula at 082 308 4371
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/222</u>	:	<u>GATE GUARD REF NO: DAERL/04/17/26</u>
		Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Rolfontein Nature Reserve
<u>REQUIREMENTS</u>	:	A grade 10 Certificate with some proven experience in tourism and/ or security management. A valid Code E driver's license. The incumbent must be comfortable to work a revised schedule.
<u>DUTIES</u>	:	The candidate will provide a supporting role to the management to the reserve by: Receive and interact with visitors to the Rolfontein Nature Reserve; Provide public interaction and convey information about the reserve; Receipt and handling of revenue at Rolfontein Nature Reserve; Collection and control of revenue at entrance gate; Maintain of Rolfontein Nature Reserve building infrastructure; Provide assistance to Rolfontein Nature Reserve maintenance team in the maintenance of roads, hiking trails and reserve structure; Provide manual labour, maintenance of reserve infrastructure; Provide assistance with rehabilitation and landscaping programmes; Perform all administrative and related functions; Attend meetings; Attend training courses; Keep up to date with general labour related issues; Complete and maintain tourist information profiles and relevant reports.
<u>ENQUIRIES</u>	:	Mr. T. Mathebula at 082 308 4371
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/223</u>	:	<u>GENERAL ASSISTANT: CORPORATE SERVICES REF NO: DAERL/04/18/26 (X2 POSTS)</u>
		Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Kimberley

- REQUIREMENTS** :
- Grade 10 or equivalent qualification; Previous experience in a similar role will be an advantage; Good physical health and ability to perform manual tasks; Basic understanding of office procedures; Ability to follow instructions and work independently; Good communication and teamwork skills.
- DUTIES** :
- Perform general cleaning and maintenance of the yard and surrounding areas; Assist with loading, unloading, and organizing materials and equipment; Carry out basic gardening and upkeep duties; Provide support with office tasks such as filing, photocopying, and document distribution; Assist with moving office furniture and equipment when required; Ensure tools and equipment are properly stored and maintained; Follow health and safety regulations at all times
- ENQUIRIES** :
- Ms. L. Phayane at 067 166 2580
- NOTE** :
- Preference will be given to candidates within the respective districts. Preference will be given to males.