



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Reference : S4/1
To : ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL
GOVERNMENT
Subject : ADVERTISEMENT OF POSTS

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL
DEVELOPMENT VACANCY CIRCULAR NO. 28 OF 2023.**

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 as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.

APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to the below addresses;

Head Office; Tompi Seleka and Madzivhandila College of Agriculture, Mara and Towoomba Research Centre: The Head of Department, Limpopo 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.

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

Waterberg District: The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.

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

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

Vhembe District: The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 OR Physical address: Handed in at Makwarela Government offices.

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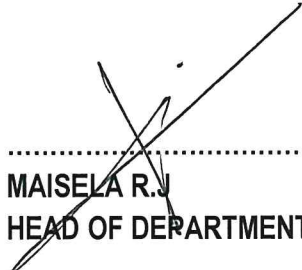
CLOSING DATE : 01 September 2023 @ 16H00

NOTE : Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from www.gov.za. Applicants 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 fully completed, duly signed, dated and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should 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. The declaration should be completed and signed. 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

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are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. 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. 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 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 above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment to the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

Note: The full contents of the advertised posts will be posted on the following websites: www.ldard.gov.za www.dpsa.gov.za / and www.limpopo.gov.za


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MAISELA R.J.
HEAD OF DEPARTMENT

11/08/2023
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DATE

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 28 OF 2023.

POST : **DIRECTOR: AGRICULTURAL ADVISORY SERVICES**
(REF NO: LDARD 01/08/2023) (01 POST)

SALARY : R1 162 200 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation.

CENTRE : Vhembe District.

REQUIREMENTS : Grade 12 plus an appropriate NQF Level 07 qualification in Agriculture or equivalent qualification as recognized by SAQA. A postgraduate qualification relevant qualification in Agriculture or equivalent relevant qualification will be an added advantage. A minimum of 5 years relevant experience at middle/senior management level in the Public Service. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and skills:** Knowledge of Financial Management Operation Framework of PFMA, MFMA, DORA & SCM. Good relationship with stake holders: LED, District Advisory Forums, Private Sector companies, youth, disability and women. Risk management skills, agribusiness, contract farming, agricultural credit, Natural resources, weather-water, drought and disasters. Multi-skills; Project Management capacity, Administration capacity. Development orientated. Leadership skills. Agribusiness Entrepreneurial skills. Computer proficient skills. **Core Competencies:** Strategic capability and leadership. People Management and empowerment. Programme and Project management. Financial Management. Change Management; **Process competencies:** Knowledge Management. Service delivery innovation, problem solving, client orientation and customer focus, communication.

DUTIES : Overall Management of Agricultural Support and Development Services in the District and Agro-ecological Zones. Establishment and management of departmental structures to support supply chain, state assets, expenditure and budgets. Manage agricultural development strategies and provide support within the IDP and LED context. Manage relationship among targeted interest groups and key stakeholders in the Agro-ecological Zones. Analyze Agric-economic conditions of Agro-ecological zones for effect intervention strategy development. Undertake rural and agricultural development research. Evaluate policy and strategic intervention at local project level. Provide consistent advice to stakeholders. Provide capacity building and training services to farmers' organization and farmer formation.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

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<u>POST</u>	: <u>DIRECTOR: ANIMAL SCIENCE (REF NO: LDARD 02/08/2023) (01 POST)</u>
<u>SALARY</u>	: R1 162 200 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation.
<u>CENTRE</u>	: Head Office: Polokwane.
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate NQF Level 07 qualification in Animal Science/Animal Production as recognized by SAQA. A minimum of 5 years relevant experience at middle/senior management level in the Public Service. Successful completion of pre-entry certificate for senior management services on appointment. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Experience and knowledge in agricultural production and research. Core Competencies: Strategic capability and leadership; People Management and empowerment, Programme and project management; Financial Management; Change and management; Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible. Process Competencies: Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication. Willing to work under changing and difficult circumstances.
<u>DUTIES</u>	: To manage and facilitate the provision of agriculture research and technology development services in animal science and production. Manage and coordinate the provision of research services in breeding and reproductive physiology, animal nutrition and product quality, pasture systems and veld management, and aquaculture and game. Manage livestock improvement. Provide farm management and administrative support services to the institution. Establish and maintain good relations within the department and all stakeholders. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST</u>	: <u>DEPUTY DIRECTOR: ANIMAL HEALTH (REF NO: LDARD 03/08/2023) (01 POST)</u>
<u>SALARY</u>	: R 958 824 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	: Sekhukhune District Office

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REQUIREMENTS

: Grade 12 plus an appropriate NQF level 7 qualification in Veterinary Science/Animal Health as recognized by SAQA. A registration with the South African Veterinary Council as a Veterinarian. A minimum of 5 years' experience and proven skills in management of animal diseases. Valid driver's license (with the exception of people with disabilities). **Knowledge, competencies and skills:** Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of the Animal Diseases Act 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act 2000 (Act 40 of 2000). Knowledge of international trade and associated legislation. Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer literacy will be tested. **Core and Process Competencies** Strategic Capability and Leadership People Management and Empowerment. Programme and Project Management Financial Management; Change Management Computer Literacy: Knowledge Management Service Delivery: Innovation; Problem Solving and Analysis: Client Orientation and Customer Focus: Communication: Public Service Knowledge: Negotiation skills: Policy formulation and Analytic thinking and Honesty Integrity.

DUTIES:

Manage and coordinate animal disease control in the District Management of Animal Health Personnel and resources in the district. Formulation and implementation of disease control strategies and policies in the district. Monitor and Evaluate disease control strategies in the district. Manage animal identification. Coordinate Animal Health infrastructure development. Reporting on Animal Health issues. Ensure compliance on quarter and monthly reports. Liaison with other players

ENQUIRIES

: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST

: **DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES (REF NO: LDARD 04/08/2023) (01 POST)**

SALARY

: R 958 824 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Capricorn North-Western

REQUIREMENTS

: Grade 12 plus an appropriate NQF level 7 qualification in Animal Science/Animal Production or equivalent qualification as recognised by SAQA. A minimum of 5 years' experience in Agricultural Management of which three (3) years' must be at Junior Management/ Assistant Director level within Agricultural Operations. A Valid driver's licence (with exception of people with disabilities). Relationship management: Local Economic Development Forum,

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District Advisory council, Private sector companies' youth and women interest groups. Risk management: agribusiness, contract farming, agricultural credit, natural resources, weather – water, drought and disasters. Multi-skilled: program/project management capacity. Administrative capacity development oriented, business-wise, innovative with investigating appetite, independent lateral thinker, analytical capacity, problem solver, ability to use technological tools. **Knowledge, Competencies and skills:** Knowledge of operational framework of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Division of Revenue Act (DORA), Supply chain Management framework, Public Service Regulation and Public Service Act.

DUTIES

- : Overall management of Local Agricultural office and activities. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resource. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse agro-economic conditions of the Local Municipality for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Local Municipality. Undertake rural and agricultural development research and contribute to the pool of knowledge by undertaking research and publishing findings. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councillors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer agribusiness centres of excellence.

ENQUIRIES

- : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST

- : **DEPUTY DIRECTOR: LANDCARE AND LAND USE MANAGEMENT (REF NO: LDARD 05/08/2023) (01 POST)**

SALARY

- : R958 824 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

- : Head Office: Polokwane

REQUIREMENTS

- : Grade 12 plus an appropriate NQF Level 7 qualification in Land Use Planning/ Agricultural Engineering Sciences/ ND Civil engineering/ BTech Civil Engineering/Agriculture/Environmental or equivalent qualification as recognised by SAQA. A valid driver's licence (with exception of people with disabilities). A minimum of 5 years experience at junior management level/Assistant Director and proven skills in management of Landcare and Land Use. **Knowledge, Competencies and skills:** Knowledge of the legislation that govern natural resources management viz. Conservation of Agricultural

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Resources Act (Act 43 of 1983) Subdivision of Agricultural Land Act (Act 70 of 1970) including other collaborative legislation in land use and environmental fraternities. Basic skills on the application of Global Positioning System (GPS) and skills in Geographic Information System (GIS) and other satellite data. Understanding of governmental service delivery environment, teamwork, Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), Expanded Public Works Frameworks (EPWP), Limpopo Development Plan, Labour Relations Act, Integrated Development Plans, Intergovernmental Relations Framework Act, Implementation Framework for LandCare Programme, project planning, conflict resolution, community development. Good interpersonal relations. Computer proficiency. Report writing. Computer literacy will be tested.

DUTIES

- : Manage the provision of integrated sustainable land use planning. Facilitate and manage the implementation of the Landcare Programme and coordinate conservation agriculture. Manage the implementation of the Landcare projects in line with the applicable prescripts and legislation. Develop and implement the awareness and capacity building of Landcare. Provide and manage soil conservation services. Coordinate and manage EPWP reporting on Landcare. Management of budget and personnel.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

- : **DEPUTY DIRECTOR: LANDCARE AND LAND USE MANAGEMENT (REF NO: LDARD 06/08/2023) (01 POST)**

SALARY

- : R958 824 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

- : Sekhukhune District:

REQUIREMENTS

- : Grade 12 plus an appropriate NQF Level 7 qualification in Land Use Planning/ Agricultural Engineering Sciences/ ND Civil engineering/ BTech Civil Engineering/Agriculture/Environmental or equivalent qualification as recognised by SAQA. A valid driver's licence (with exception of people with disabilities). A minimum of 5 years experience at junior management level/Assistant Director and proven skills in management of Landcare and Land Use. **Knowledge, Competencies and skills:** Knowledge of the legislation that govern natural resources management viz. Conservation of Agricultural Resources Act (Act 43 of 1983) Subdivision of Agricultural Land Act (Act 70 of 1970) including other collaborative legislation in land use and environmental fraternities. Basic skills on the application of Global Positioning System (GPS) and skills in Geographic Information System (GIS) and other satellite data. Understanding of governmental service

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delivery environment, teamwork, Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), Expanded Public Works Frameworks (EPWP), Limpopo Development Plan, Labour Relations Act, Integrated Development Plans, Intergovernmental Relations Framework Act, Implementation Framework for LandCare Programme, project planning, conflict resolution, community development. Good interpersonal relations. Computer proficiency. Report writing. Computer literacy will be tested.

DUTIES

- : Manage the provision of integrated sustainable land use planning. Facilitate and manage the implementation of the Landcare Programme and coordinate conservation agriculture in the district. Manage the implementation of the Landcare projects in line with the applicable prescripts and legislation. Develop and implement the awareness and capacity building of Landcare. Provide and manage soil conservation services. Coordinate and manage the implementation of EPWP for the Environment and Culture Sector in the district. Management of budget and personnel.

ENQUIRIES

- : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST

- : **DEPUTY DIRECTOR: VETERINARY LABORATORY SERVICES (REF NO: LDARD 07/08/2023) (01 POST)**

SALARY

- : R 958 824 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

- : Head Office: Polokwane.

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 7 qualification in BVSc or BVMCh or equivalent qualification as recognised by SAQA. Valid registration with the South African Veterinary Council (SAVC) as a Veterinarian. A minimum of 5 years of experience in veterinary services. A Valid drivers licence (with exception of people with disabilities). **Knowledge, Competencies and skills:** Proven skills in management in Veterinary Services. Excellent interpersonal, communication and negotiation skills. Thorough knowledge of the ISO 17025 STANDARD FOR Veterinary Services. Thorough knowledge of the Animal Disease Act, 1984 (Act 35 of 1984). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislations. Thorough knowledge of specific disease surveys. Knowledge of the PFMA. Computer proficiency.

DUTIES

- : Manage and coordinate animal diseases control in Limpopo Province. Management of Laboratory Services personnel and resources. Formulation and implementation of Laboratory standards. Coordinate disease surveys. Monitor and Evaluate disease control strategies in the district. Manage animal

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identification. Coordinate Laboratory Services infrastructure development and maintenance. Reporting on Laboratory Service issues. Liaison with other role players.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **DEPUTY DIRECTOR: LEARNER SUPPORT SERVICES (REF NO: LDARD 08/08/2023) (01 POST)**

SALARY

: R 811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Tompi Seleka College of Agriculture

REQUIREMENTS

: Grade 12 Certificate plus an appropriate NQF level 9 qualification in Agriculture or equivalent qualification as recognised by SAQA Registration as a facilitator, assessor and moderator or PGC qualification will be added advantage. A minimum of 3 years experience at a junior management level/ Assistant Director. A valid driver's licence (with exception of persons with disabilities). **Knowledge, competencies and skills:** Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, legislative frameworks governing Education and training institutions. Counseling skills. Written and verbal communication skills. Decision making. Strong leadership, management and team building skills. Monitoring and evaluation of projects.

DUTIES:

Manage farmer development and public/private partnership along commodity approach and value chain by, managing practical orientation of schools at the college. Manage laboratory analytic services at the college. Developing strategic partnerships with relevant stakeholders and service providers to strengthen the college capacity to deliver its mandate and to oversee proper management and development of practical facilities at the college. Researching, promotion and marketing of college programs. Perform and oversee administrative and related functions. Manage outreach programs and selected training for both farmers, students and officials.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

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<u>POST</u>	: <u>DEPUTY DIRECTOR: ACADEMIC SERVICES (02 POSTS)</u>
<u>SALARY</u>	: R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	: Tompi Seleka College of Agriculture: (REF NO: LDARD 09/08/2023) (01 post) Madzivhandila College of Agriculture: (REF NO: LDARD 10/08/2023) (01 post)
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate NQF level 9 professional qualification in Education/Agriculture as recognised by SAQA. Registration as a facilitator, assessor and moderator or PGC qualification will be added advantage. A minimum of 3 years experience at a junior management level/ Assistant Director. A valid driver's licence (with exception of persons with disabilities). Knowledge, Competencies and skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, PFMA, DORA and relevant DPSA Prescripts or legislative frameworks governing Education and training institutions. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership, management and team building skills. Problem solving and conflict resolutions.
<u>DUTIES:</u>	Manage the Higher Education Training (HET) programme of the Agricultural Training Institute (ATI). Manage the development and implementation of strategies and policies in relations to Higher Education requirements. Coordinate and manage the implementation of Education and Training programs. Manage the creation of linkages and strategic partnerships with South African and international Agricultural education and training institutions to engage in joint training projects. Manage the provision of a student affairs services. Manage and perform administrative and related functions.
<u>ENQUIRIES</u>	: Mr. Mabula (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST</u>	: <u>REGISTRAR (REF NO: LDARD 11/08/2023) (01 POST)</u> (Twelve months fixed term contract)
<u>SALARY</u>	: R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	: Madzivhandila College of Agriculture
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate NQF Level 6 qualification in Public Administration/Human Resource Management/Information Studies or equivalent qualification as recognised by SAQA. A minimum of 3 years experience at junior management level/Assistant Director preferably student administration. A valid drivers' license (with exception of people with

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disabilities). **Knowledge, Competencies and skills:** Good Communication Skills. Good knowledge of the Agricultural training. Planning & Organizing skills. All relevant legislative frameworks governing Education and Training Institutions. Formal training and presentation skills. Computer proficiency skills will be tested. Knowledge of student administration systems

DUTIES

- : Proper management of student information. Manage efficient use of college properties and infrastructure by students. Supervise all learner processes from enrolments to graduation. Provision of secretariat services. Performs the essential roles of supporting, facilitating, and promoting the academic mission of the College. Manage and foster adherence to college policies.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

- : **DEPUTY DIRECTOR: HAST AND HPM (REF NO: LDARD 12/08/2023) (01 POST)**

SALARY

- : R 811 560 per annum (Level 11); all- inclusive remuneration package to be structured in accordance with MMS dispensation)

CENTRE

- : Head Office: Polokwane

REQUIREMENTS

- : National Senior Certificate (Grade 12) plus an appropriate NQF level 7 qualification in Social Work/ Psychology as recognised by SAQA and current (2023) registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Counsellor or Psychologist. Minimum of 3 years relevant experience at junior management level/Assistant Director in HAST and HPM. A valid driver's licence. **Knowledge, competencies and skills:** Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR systems and procedures on Incapacity Management, EAPA SA Standards. Thorough knowledge and understanding of National Strategic Plan (NSP) for HIV, TB and STIs. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and understanding of project and programme management. Sound knowledge of relevant Public Service policies and regulations. Leadership, Planning, and organising skills. People management, excellent communication, interpersonal, problem solving, conflict management, coordination and facilitation skills. Research, Analytical and Report writing skills. Computer literacy.

DUTIES

- : Manage the implementation of Health and Productivity programmes. Mainstream HIV, TB and STIs programmes into the core mandate of the department. Manage the provision of HIV testing, TB, and Health screening. Monitor the implementation of Disease Management Programmes. Provide

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care and support programmes (Psychosocial assessment, counselling, referral services of employees on Incapacity Management). Provide Mental Health programmes. Manage Peer Education programme. Promote occupational health education. Mitigate Stigma and Discrimination. Compile and analyse HAST & HPM reports. Develop, review, Implement HAST, HPM policies and Standard Operating Procedures (SOP). Conduct Research, monitoring and evaluation on HAST and HPM programmes. Develop and strengthen partnership with relevant internal and external stakeholders on the management of HAST & HPM programmes.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **DEPUTY DIRECTOR: RESEARCH CENTRE MANAGEMENT (REF NO: LDARD 13/08/2023) (01 POST)**

SALARY

: R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Towoomba Research Centre.

REQUIREMENTS

: Grade 12 plus an appropriate NQF Level 7 qualification in Crop Science/Plant Production or equivalent qualification as recognised by SAQA. 6 years appropriate experience in agricultural environment. Managerial skills. Valid driver's licence (Code B). **Knowledge, Competencies and Skills:** Knowledge and understanding of Legislations governing the Public Service (e.g. Public Service Act, Public Finance Management Act) and those related to Agricultural Production and Natural Resource Management. Knowledge and/or experience in agricultural and research management. Appropriate managerial skills, including Negotiation, Problem solving, Planning & organizing, and Communication skills. Personal attributes such as Pro-activeness, Professionalism, Team player, and Ability to work under difficult and stressful environment is important. **Core and Process Competencies:** People Management & Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving Analysis, Client Orientation and Customer Focus.

DUTIES

: Develop and implement business plan of the research station in line with departmental policies and strategic objectives, and the key tasks include to Develop the business plan, Manage implementation of the plan, and Compile quarterly & annual reports. Ensure the provision of farm services, and the main tasks are to Manage & maintain farm facilities, Support

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programs to perform research and related initiatives, Ensure the management of natural resources and farm production activities, Facilitate availability of resources for research trials & related activities. Provide effective management of administrative support services, and the focus is Financial administration, Human resource administration, Office support, Transformation, and Auxiliary services. Provide management and support for provision of research and development, and the tasks are to Support research operations, including research trials, and Maintain facilities & equipment for research. Build sound and sustainable relationships among all role-players through liaison and co-ordination of meetings with all stakeholders. Manage and utilise resources (financial, human, & physical) in accordance with relevant prescripts.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **DEPUTY DIRECTOR: BOOKKEEPING AND RECONCILIATION**
(REF NO: LDARD 14/08/2023) (01 POST)

SALARY

: R 811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Head Office: Polokwane.

REQUIREMENTS

: Grade 12 plus an appropriate NQF Level 6 qualification in Accounting/Financial Management or equivalent qualification as recognised by SAQA. A minimum of five (5) years relevant work experience of which three (3) should be at the junior management level/Assistant Director in the Public Sector. A valid driver's licence (with exceptions of people with disabilities). **Knowledge, Competencies and skills:** Good knowledge of the Financial Reporting Frameworks and prescripts applicable to the Public Sector will be an added advantage. Knowledge of PFMA, BAS, Modified Cash Standards and GRAP. Financial Management skills, Change management skills, problem solving and analytical skills, good oral and written communication skills.

DUTIES

: Compilation of monthly, quarterly, and annual financial statements including the preparation of audit file with supporting evidence. Performance of month end procedures such as clearance of suspense accounts and month end closure. Liaison with line function and other Finance officials to obtain accurate and reliable inputs for reporting purposes. Attend to audit requests and queries from AGSA. Development and monitoring of the audit Action Plan. Maintain and monitor ledger accounts and correct any misclassifications. Manage daily bank reconciliation and compile the monthly Certificate of Compliance. Monitor compliance with relevant GRAP and MCS standards. Assist with the

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development of new and review of existing financial reporting policies. Supervise and train staff on new technical developments within Financial Reporting.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS (REF NO: LDARD 15/08/2023) (01 POST)**

SALARY : R 811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office: Polokwane.

REQUIREMENTS : Grade 12 plus an appropriate NQF 6 qualification in Labour Relations or equivalent qualification as recognised by SAQA. A minimum of three (3) – five (5) years relevant working experience of which three (3) years must be at Junior Management/ Assistant Director level within Employee Relations. A valid drivers' licence (with exception of people with disabilities). **Knowledge, Competencies and skills:** Problem solving and conflict management skills. Strategic capability and Leadership skills. Proven management experience, Report writing, Communication and Financial management skills. Knowledge of the Public Service Regulations, Acts, Policies and Procedures. Knowledge of Prescripts governing Labour Relations, (BCEA, LRA, EEA, PSA, SDA); Disputes Resolution Procedures. Knowledge of Collective Bargaining Processes.

DUTIES : To manage misconduct and grievance cases. Coordinate and handle dispute cases. Manage and monitor management of the discipline, grievance or incapacity policies or guidelines. Collective bargaining. Supervise employees to ensure an effective employee relations management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **STATE VETERINARIAN (02 POSTS)**

SALARY : R 811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Sekhukhune District: **(REF NO: LDARD 16/08/2023) (01 post)**
Vhembe District: **(REF NO: LDARD 17/08/2023) (01 post)**

REQUIREMENTS : Grade 12 plus an appropriate NQF level 8 qualification in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA and current registration with the South

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African Veterinary Council and a valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.

DUTIES

- : Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.

ENQUIRIES

- : Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST

- : **ENGINEER PRODUCTION GRADE A (REF NO: LDARD 18/08/2023) (01 POST)**

SALARY

- : R 795 147 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE

- : Sekhukhune District

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 7 qualification in Engineering (B Eng./BSC Eng) as recognised by SAQA. Compulsory registration with ECSA as Professional Engineer. Three (03) years post qualification experience. Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and skills:** Agricultural Engineering on planning, design, development and implementation. Project management, financial management, strategic management and construction and contract management, Report writing skills, communication and interpersonal skills.

DUTIES

- : Planning of infrastructure projects, Provide designs with specifications for Agricultural Engineering solutions. Provide clients/producers with Engineering advice. Provide farm structures and mechanization services. Provide irrigation support services. Provide project management on RESIS programme. Provide soil and water engineering. Assist with final certificate issued for infrastructure

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constructed. Attend to Departmental administrative obligations and official meetings. Serve and represent the department in relevant inter-governmental structures at district and local level. Prepare and submit reports for the engineering programme performance. Ensure a sound financial management and accountability. Ensure effective human resources and asset management in line with relevant legislation and policies.

ENQUIRIES

: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST

: **QUALITY ASSURANCE MANAGER (REF NO: LDARD 19/08/2023) (01 POST)**

(Twelve months fixed term contract)

SALARY

: R 527 298 per annum (Level 10)

CENTRE

: Tompi Seleka College of Agriculture

REQUIREMENTS

: Grade 12 plus an appropriate NQF Level 6 Professional Qualification in Education/Agriculture or equivalent qualification as recognised by SAQA. A minimum of 3 years experience at junior management level/Assistant Director. A valid drivers' license (with exception of people with disabilities). **Knowledge, Competencies and skills:** Knowledge in policy formulation, interpretation and implementation. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Sound knowledge of quality assurance. Planning & Organizing skills. Formal training and presentation skills. Computer proficiency skills will be tested. Knowledge of higher and further education accreditation system.

DUTIES

: To manage all Agricultural Training Institute (ATI) policies. To ensure total quality assurance management systems and procedures. To coordinate accreditation processes with Council of Higher Education (CHE). Ensure accountability on quality planning. Ensure compliance with the accreditation requirements linked to curriculum and staff development. Coordinate all ATI committees and partnerships. Perform and oversee administrative and related functions.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **CONTROL AGRICULTURAL RESOURCE TECHNICIAN (04 POSTS)**

SALARY

: R 527 298 per annum (Level 10), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Sekhukhune District: Sekhukhune West (**REF NO: LDARD 20/08/2023**)

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(01 post)

Waterberg District: Waterberg South Central (**REF NO: LDARD 21/08/2023**)

(01 post); Waterberg East (**REF NO: LDARD 22/08/2023**) **(01 post)**

Vhembe District: Vhembe Far-North (**REF NO: LDARD 23/08/2023**) **(01 posts)**

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 7 qualification in Natural Resource Management/Environmental Science as recognised by SAQA. Project Management will be advantage. 5 years relevant experience in Agricultural environment. Development/Land care Experience in Agricultural Experience. Proven Managerial skills. Valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Computer literacy and competency in Excel and MS project Management. Report writing skills. Understanding of government services delivery environment, teamwork, PFMA and LRA, Community Development, IDP, PGDS, CASP, Land care and conflict resolution reform. Understanding of Land and Agrarian Reform. Computer literacy will be tested.

DUTIES

- : Coordination of Municipal land care and engineering staff. Coordination of land care services within the department. Facilitate and coordinate the transfer of technology on sustainable soil system such as conservation agriculture and eco-technologies. Support the planning and implementation of soil conservation projects. Preparation of budget, demand management, contract management and compilation of technical reports. Coordinate the provision of mechanical services. Manage external service providers. Manage and coordinate project. compliance with national policies and provincial objectives. Participate in multi-disciplinary teams.

ENQUIRIES

- : Sekhukhune District: Ms. Laka MA & Ms. Mphahlele RS Tel No: (015) 632 7000
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.
Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007

POST

- : **CONTROL ENGINEERING TECHNICIAN (02 POSTS)**

SALARY

- : R499 275 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE

- : Mopani District: (**REF NO: LDARD 24/08/2023**) **(01 post)**
Sekhukhune District: (**REF NO: LDARD 25/08/2023**) **(01 post)**

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 6 qualification in Engineering or equivalent relevant qualification as recognised by SAQA. Six (06) years post qualification technical experience. Compulsory registration with ECSA as a

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Professional Engineering Technician. 06 years' appropriate experience and valid driver's licence. (With exception of people with disabilities). **Knowledge, Competencies and Skills:** Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Teamwork. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People management

DUTIES

- : To perform and manage technical services and support in engineering research, design, manufacturing, operations and maintenance. Manage technical services:- Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions:- Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and development:- Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

- : Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST

- : **CONTROL ANIMAL HEALTH TECHNICIAN (05 POSTS)**

SALARY
CENTRE

- : R 527 298 per annum (Level 10)
: Mopani District: Mopani East (REF NO: LDARD 26/08/2023) (01 post);
Mopani North (REF NO: LDARD 27/08/2023) (01 post);
Waterberg District: Waterberg South Central (REF NO: LDARD 28/08/2023) (01 post); Waterberg North (REF NO: LDARD 29/08/2023) (01 post)
Capricorn District: Capricorn East (REF NO: LDARD 30/08/2023) (01 post)

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REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 6 qualification in Animal Health as recognised by SAQA and registration with South African Veterinary Council. Valid driver's licence (with exception of people with disabilities). Minimum of 3 years' relevant experience in Animal Health. **Knowledge, Competencies and skills:** Knowledge of acts related to animal health, report writing skills. Knowledge of difference animal diseases. Thorough knowledge of the Animal Disease Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislations.

DUTIES

- : Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement. Sample collection and law enforcement. Manage extension services on animal health to animal owners. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service. Perform administrative related functions.

ENQUIRIES

- : Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.

POST

- : **ASSISTANT DIRECTOR: HR PLANNING AND EQUITY (REF NO: LDARD 31/08/2023) (01 POST)**

SALARY

- : R 424 104 per annum (Level 09)

CENTRE

- : Head Office: Polokwane

REQUIREMENTS

- : Grade 12 plus an appropriate NQF Level 6 qualification in Human Resource Management/Public Management or equivalent qualification as recognised by SAQA. 3-5 years at supervisory position. Knowledge, Competencies and Skills: Knowledge of PERSAL System. Knowledge of Legislative framework that governs the public service. Interpersonal skills. Team working skills. Report writing skills. Communication skills. Problem solving skills. Presentation skills. Negotiation skills. Time Management skills. Computer Literacy.

DUTIES

- : Manage Human Resource Information. Develop and update Staff Establishment. Conduct PERSAL Clean-Up. Develop and update age analysis and gender distribution. Develop and update post status in line with the staff

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establishment. Develop focus (HR needs linked to the CoE budget) plan within the MTEF period. Manage human, financial and physical resources.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT (REF NO: LDARD 32/08/2023) (01 POST)**

SALARY

: R 424 104 per annum (Level 9)

CENTRE

: Head Office: Polokwane.

REQUIREMENTS

: Grade 12 plus an appropriate NQF Level 6 qualification in Financial Management or equivalent qualification as recognised by SAQA. A minimum of 3 – 5 years' experience in payment processing and 3 years experience at supervisory level. Valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and skills:** Knowledge of BAS. Knowledge of LOGIS. Knowledge of PFMA and Treasury Regulations. Strong Financial Management Skills. Good communication skills (verbal and written), problem solving, time management. Computer skills (Excel and Word). Policy Analysis Skills. Conflict Management Skills.

DUTIES

: Authorization of supplier related claims in line with the thresh hold. Facilitate Transfer of Funds. Monitor Disbursements. Monitor preparation of monthly payment age analysis report. Monitor preparation of quarterly and annual Accruals. Monitor investigation of payments more than 30 days. Close Liaison with Budget office and Supply Chain Management. Handling of all supplier payments related enquiries. Facilitate safe keeping of documents. Handling Internal and External Audits related to supplier payments. Supervision of Staff.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT (04 POSTS)**

SALARY

: R 424 104 per annum (Level 9)

CENTRE

: Vhembe District (REF NO: LDARD 33/08/2023) (01 post)
Sekhukhune District (REF NO: LDARD 34/08/2023) (01 post)
Waterberg District (REF NO: LDARD 35/08/2023) (01 post)
Capricorn District (REF NO: LDARD 36/08/2023) (01 post)

REQUIREMENTS

: Grade 12 plus an appropriate NQF level 6 qualification in Supply chain management / Logistics management/ Assets management or equivalent qualification as recognised by SAQA. Minimum of 3 years experience at

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supervisory level. People management. Change management, Policy analysis and development. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and skills:** Sound and in-depth knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service, i.e., Public Finance management, Public Service Act, Public Service Regulations, etc. Program and project Management skills, Financial Management skills, Change Management skills, Communication skills, Conflict Management skills, Policy analysing skills, Report writing skills, Team, played, responsiveness, Professionalism, Supportive, Pro-activeness, Willing to work under pressure.

DUTIES

- : Provide demand management services. Manage acquisition and purchasing services. Manage asset management services. Manage transport services. Render stores and warehousing services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES

- : Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST

- : **ASSISTANT DIRECTOR: HAST AND HPM (REF NO: LDARD 37/08/2023) (01 POST)**

SALARY

- : R 424 14 per annum (Level 9)

CENTRE

- : Head Office: Polokwane

REQUIREMENTS

- : National Senior Certificate (Grade 12) plus an appropriate NQF level 7 qualification in Social Work/ Psychology as recognised by SAQA and current (2023) registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Registered Counsellor or Psychologist (Please attach proof of registration to practice). Minimum of 2 years experience on the implementation and coordination of HAST and HPM. A valid driver's licence. **Knowledge, competencies and skills:** Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR practices and procedures on Incapacity Management, EAPA SA Standards. Thorough knowledge and understanding of National Strategic Plan (NSP) for HIV, TB and

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STIs. Understanding of Public Finance Management Act, Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and understanding of project and programme coordination. Sound knowledge of relevant Public Service policies and regulations. Planning and organising skills, effective communication skills, interpersonal skills, problem solving and negotiation skills, coordination, innovation, creativity and presentation skills. Report writing skills. Computer literacy

DUTIES

- : Coordinate the Mainstreaming HIV, TB and STIs programmes into the core mandate of the department. Coordinate the provision of HIV testing, TB, and health screening. Coordinate HIV, TB and STIs prevention programmes. Provide care and support programmes (Psychosocial assessment, counselling, referral services of employees on Incapacity Management). Coordinate the implementation of Health and Productivity programmes. Coordinate Mental Health programmes. Implement Peer Education programme. Coordinate Disease Management programmes (Communicable and Non-Communicable). Compile and submit HAST & HPM reports. Coordinate the development, review, implementation of HAST, HPM policies and Standard Operating Procedures (SOP). Liaise with relevant internal and external stakeholders on the implementation of HAST & HPM programmes.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

- : **ASSISTANT DIRECTOR: PROJECTS DEVELOPMENT AND INFRASTRUCTURE (REF NO: LDARD 38/08/2023) (01 POST)**

SALARY
CENTRE

- : R 424 104 per annum (Level 09)
- : Head Office: Polokwane

REQUIREMENTS

- : Grade 12 Certificate plus an appropriate NQF level 6 qualification in Project Management/Agricultural Management/Community Development or equivalent qualification as recognised by SAQA. A minimum of 3-5 years proven experience in project management. A valid driver's licence. **Knowledge, Competencies and Skills:** Negotiating and networking skills. Ability to source and analyse information. Report writing skills. **Knowledge Requirements:** Extensive knowledge in agriculture related to Grand funding management. Land and Agrarian Reform policies. Project and Programme management.

DUTIES

- : Facilitate access to financial resources to facilitate infrastructure development services. Facilitate infrastructure development services in rural areas. Coordinate and facilitate monitoring and evaluation of projects. Perform administrative and related functions.

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- ENQUIRIES** : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING (REF NO: LDARD 39/08/2023) (01 POST)**
- SALARY** : R 424 104 per annum (Level 9)
CENTRE : Head Office: Polokwane.
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 6 qualification in Financial Management with Accounting as a major course/subject or equivalent qualification as recognised by SAQA. Minimum of 3 years experience at supervisory level. Experience in the budget and expenditure area will be an added advantage. Competent knowledge in computer applications. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and skills:** Working experience/knowledge of Financial Management. Knowledge of Public Service Regulations, Acts, Policies and procedures. Knowledge of Public Finance Management Act (PMFA). Leadership skills, Project Management skills, Financial Management skills. Change Management skills, Communication and presentation skills, Conflict Management skills, Policy analysing skills, Report writing skills, Computer skills.
- DUTIES** : Develop the in-year monitoring reports (IYM). Manage cash flow. Provide financial performance reports. Manage misallocations and misclassifications.
- ENQUIRIES** : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT (REF NO: LDARD 40/08/2023) (01 POST)**
- SALARY** : R 424 104 per annum (Level 09)
CENTRE : Head Office: Polokwane.
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 6 qualification in Organisation and Workstudy Management Services, Production Management, Operations Management, Industrial and Organisational Psychology or HR Management, HR Development, Public Management/Administration as recognised by SAQA with minimum 3 years experience in organisational development/ workstudy and job evaluation supplemented by short course in Organisational Design. Certificate in Job Evaluation Analysis is compulsory. At least (3) years relevant experience in organisational development at supervisory level. A valid driver's license (with exception of people with disabilities). **Knowledge, Competencies**

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and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service, i.e., Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, etc. Experience in organisational development practices, Business process re-engineering, Job evaluation system, job descriptions & job profile development, Work-study techniques (Method study and work measurement). Understanding of Amended 2015 Directive on changes to organisational structures by Departments. Skills: People management, financial management, Problem solving, Planning & organizing, Time management, Policy analysis, Good communication skills, Facilitation skills; Presentation skills; Coordination skills; Responsiveness; Personal attributes: Pro-activeness, Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive, Willingness to work under changing and difficult circumstances.

DUTIES

- : Design, develop, review and maintain strategic focused organisational structure. Facilitate and coordinate the development of job descriptions and job profiles. Facilitate the process of job evaluation for job grading. Conduct business process management and improvement. Supervise subordinates and utilise resources (financial, human and physical) in accordance with relevant directives.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

- : **ASSISTANT DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT (REF NO: LDARD 41/08/2023) (01 POST)**

SALARY

- : R 424 104 per annum (Level 09)

CENTRE

- : Head Office: Polokwane.

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 6 qualification in Risk Management/Internal Audit/Accounting / Forensic Investigation or equivalent qualification as recognised by SAQA. Three (3) years functional experience in Risk, Anti-fraud/Corruption investigations, Integrity and Business Continuity Management with a valid driver's license. **Knowledge, Competencies and Skills:** Extensive knowledge and understanding of Public Sector legislations and corporate governance guidelines in Risk, Anti-Corruption, Integrity and Business Continuity Management. The Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Public Sector Risk Management Framework, Prevention and Combating of Corrupt Activities Act, Public Service Anti-Corruption Strategy, Protected Disclosure Act, COSO and ISO. Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Skill in administration of Risk Management System (Barnowl) as added

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advantage. Time Management, Communication (Verbal & Written), Computer Literacy and Presentation and Willing to work under changing and difficult circumstances. Planning and Organizing, Conflict Management, Analytical, Investigation, Client orientation and customer focus. People management and empowerment. Advocacy for risk and Business Continuity principles.

DUTIES

- : Implement Risk, Anti-Corruption, and Integrity Management Strategies. Facilitate and Implement risk management process in line with the Risk Management Framework. Conduct risk assessments, develop and monitor risks registers. Conduct investigation on reported cases of Fraud and Corruption. Compilation of Anti-Fraud and Corruption investigation reports. Assist to coordinate and implement the Business Continuity Management processes. Assist to coordinate and facilitate the ethics management process. Conduct educational and awareness on Risk. Fraud/ Corruption, Ethics /Business Continuity Management.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

- : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REF NO: LDARD 42/08/2023) (1 POST)**

SALARY

- : R 424,104 3 per annum (Level 9)

CENTRE

- : Head Office- Polokwane

REQUIREMENTS

- : An appropriate tertiary qualification or equivalent. Working experience/knowledge of Financial Management (SCM), Proven management competencies, Competent knowledge in computer applications and writing skills, Valid Driver's Licence A valid driver's licence (with exception of people with disabilities) **Knowledge, skills and competencies:** Working experience/knowledge of Financial Management (SCM). Knowledge of Public Service Regulations, Acts, Policies, and procedures. Knowledge of Public Finance Management Act (PFMA), Strategic capability & Leadership, Program and project Management skills, Financial Management skills, Change Management skills, Communication skills, Conflict Management skills, Policy analysing skills, Report writing skills.

DUTIES

- : Facilitate advertisement of bids and price quotations. Facilitate bids evaluation meetings. Facilitate the adjudication of bids and price quotations. supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation. Facilitate the compilation of procurement reports.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

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- POST** : **ASSISTANT DIRECTOR: SHERQ AND SPECIAL PROGRAMMES (REF NO: LDARD 43/08/2023) (01 POST)**
- SALARY** : R 424 104 per annum (Level 09)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 6 qualification in Youth Development/ Gender Studies/ Community Development/ Occupational Health and Safety or equivalent qualification as recognised by SAQA. 2 - 3 years' experience in Safety, Health, Environment, Risk and Quality (SHERQ) Management and Special Programmes. **Knowledge, Competencies and Skills:** Language skills and the ability to communicate well with people at different levels and from different backgrounds, Computer literacy, Presentation skills, Sound organisational skills, Written communication skills, Self-management and motivation, Knowledge of relevant legislation/policies/prescripts and procedures, Basic knowledge of financial administration.
- DUTIES** Promote Occupational Health and Safety and ensure a safe working environment. Coordinate COID processes. Develop and coordinate workplace emergency preparedness and evacuation drills. Coordinate Special Programmes and ensure mainstreaming of the Youth, Elderly, Children, Gender and Disability programmes. Prepare the necessary reports monthly, quarterly and annually.
- ENQUIRIES** : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST** : **CONTROL FARM MANAGER (02 POSTS)**
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Mara Research Centre (REF NO: LDARD 44/08/2023) (01 post)
Towoomba Research Centre (REF NO: LDARD 45/08/2023) (01 post)
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 6 qualification in Farm Management/Animal Production or equivalent qualification as recognised by SAQA. Valid driver's licence (code B), 6 years appropriate experience in farming environment and 3 years relevant experience as Farm Manager. Computer skills. **Knowledge, Competencies and skills:** Knowledge of applicable farming methods. Managerial skills. Knowledge of project management. Knowledge of financial management as well as Human Resources Management. Knowledge, Competencies and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant

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DPSA Prescripts, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Public Finance Management Act, Legislations related to livestock husbandry and Natural Resources. Human Resources Management Legislations. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. People Management and empowerment, Programme and project management, Financial Management Change management. Livestock Husbandry. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.

DUTIES

- : Ensure the management of natural resources i.e., Crop and Veld management systems; Soil conservation; Provision of sufficient water supply; Fodder flow production systems; and Environmental legislative compliance. Co-ordinate farming activities i.e., Livestock management; Crop Management; Farm waste disposal; and Practical demonstrations. Coordinates support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Management of resource which would entail, inter alia, the following: - Human resource management, financial management, Assets management; and Infrastructure management. Perform all administrative and related functions which would include, inter alia, the following: - Develop policy; Develop the operational plan; Provide inputs for the strategic plan, annual report etc.; Compile reports as required; Provide technical advice and guidance to personnel; Co-ordinate farmers days; Serve on various committees; Comply with the Public Service prescripts. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

- : **ANIMAL HEALTH TECHNICIAN (16 POSTS)**

**SALARY
CENTRE**

- : R 359 517 per annum (Level 08)
: Mopani District: **(REF NO: LDARD 46/08/2023) (04 posts)**
Vhembe District: **(REF NO: LDARD 47/08/2023) (05 posts)**
Sekhukhune District: **(REF NO: LDARD 48/08/2023) (03 posts)**
Capricorn District: **(REF NO: LDARD 49/08/2023) (02 posts)**
Waterberg District: **(REF NO: LDARD 50/08/2023) (02 posts)**

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 6 qualification in Animal Health or equivalent qualification as recognised by SAQA. Current registration with the

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South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.

DUTIES

- : Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes. Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension opportunities to farmers and do clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.

ENQUIRIES

- : Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18
Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.

POST

- : **AGRICULTURAL ECONOMIST (04 POSTS)**

SALARY
CENTRE

- : R 359 517 per annum (Level 08)
- : Capricorn District: Capricorn Northwestern (**Ref No: LDARD 51/08/2023**) (**01 post**). Sekhukhune District: Sekhukhune South Central (**REF No: LDARD 52/08/2023**) (**01 post**). Waterberg District: Waterberg North (**REF No: LDARD 53/08/2023**) (**01 post**). Vhembe District: Vhembe Central (**REF No: LDARD 54/08/2023**) (**01 post**).

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 7 qualification in Agricultural Economics/Agribusiness or equivalent qualification as recognised by SAQA. A fully one (1) year internship completed programme in Agricultural Economics/

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Agribusiness experience is required. Valid driver's license (code B) with exception of people with disabilities. **Knowledge, Competencies and skills:** Practical experience in the use of Microsoft Excel, Microsoft word, power point presentations. Good communication and presentations skills, Knowledge of economic and financial statements. Analytical techniques.

DUTIES

- : Assist with research of developments/patterns/trends in agricultural sector. Assist with municipal area situational analysis to complete sector and/ or commodity specific profiles. Assist with identification of gaps/ threats and opportunities with impact to the sector and/ or farmers. Assist with facilitation of access to market and finance for farmers. Assist with provision of agricultural economic/ agribusiness advice to internal and external stakeholders. Assist with the development of Agribusinesses/ projects planning. Assist with the implementation and monitoring of departmental development programmes such as RAAVC, AgriBEE, Agro-processing and value chain. Assist farmers with certification e.g., SAGAP, and participation on Local Municipality economic development planning forums.

ENQUIRIES

- : Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.

POST

- : **COMMUNICATION OFFICER (03 POSTS)**

SALARY
CENTRE

- : R 359 517 per annum (Level 08)
- : Mopani District: **(REF NO: LDARD 55/08/2023) (01 post)**
- : Waterberg District: **(REF NO: LDARD 56/08/2023) (01 post)**
- : Capricorn District: **(REF NO: LDARD 57/08/2023) (01 post)**

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 6 or equivalent qualification as recognised by SAQA. At least three (03) years of experience in a communication environment on social media applications. A valid drivers' licence (with exception of people with disabilities). Passion and proven work experience as Social Media Manager. **Knowledge, Competencies and skills:** Knowledge awareness of current news trends. Excellent writing, editing and proofreading skills. Ability to package content for social media use. Training in social media use will be an added advantage. Knowledge of communication principles, techniques and tools. Problem and Analysis. Client orientation and

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customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines.

DUTIES

- : Develop and manage all social media platforms of the Department Design and implement social media strategy to align with Departmental campaigns and programmes. Communicate with followers and respond to queries in a timely manner. Write, edit, and distribute various types of content, including material for website update. Design and produce internal and external newsletters for the department. Develop and maintain working relationships media outlets. Develop and maintain a database of media organizations houses. Draft and issue media advisories. Establish departmental podcast. Coordinate projects or campaigns with Public and Private Institutions. Coordinate the implementation of the departmental communication plan, management of branding and exhibitions of all departmental events.

ENQUIRIES

- : Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.

POST

- : **SENIOR PERSONNEL PRACTITIONER: HR PROVISIONING AND UTILIZATION (REF NO: LDARD 58/08/2023) (02 POSTS)**

SALARY
CENTRE

- : R 359 517 per annum (Level 08)
- : Head Office: Polokwane.

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 6 qualification in Human Resource Management/Public Management or equivalent qualification as recognised by SAQA. Minimum of 3 years working experience in Human Resource Management. **Knowledge, Competencies and Skills:** Program and project Management skills, Report writing skills, Communication Skills, Knowledge of PERSAL System, Knowledge of Public Service Regulations, Acts, Policies and procedures, Knowledge of Basic Conditions of Employment Act (BCEA).

DUTIES

- : To provide human resource provisioning and utilization. Handle advertisement of posts, shortlisting and interviews. Provide secretarial functions during shortlisting and interviews. Handle appointments of employees in the department. Handling of transfers, translations, secondments, counter offers and debt recoveries. Handle probationary appointments.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

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POST : **SENIOR PERSONNEL PRACTITIONER: HRD AND TRANSFORMATION SERVICES (REF NO: LDARD 59/08/2023) (01 POST)**

SALARY : R 359,517 per annum (Level 08)

CENTRE : Capricorn District

REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification in Human Resource Management/ Public Management/Administration or equivalent qualification as recognised by SAQA. Minimum of 3 years experience in HRD or Transformation Services. **Knowledge, Competencies and skills:** Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills.

DUTIES : Provide safety, health, environment and special program services. Provide HIV/AIDS, HAST and health productivity management services. Provide employee health and wellness service. Provide performance Management and Development System Services. Provide Human Resource Training and Development Services

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES (04 POSTS)**

SALARY : R 359,517 per annum (Level 08)

CENTRE : Capricorn District: (REF NO: LDARD 60/08/2023) (01 post)
Waterberg District: (REF NO: LDARD 61/08/2023) (02 posts)
Sekhukhune District: (REF NO: LDARD 62/08/2023) (01 post)

REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualifications in Human Resource Management /Public Management/Administration or equivalent qualification as recognised by SAQA. Minimum of 03 years experience in Human Resource Services. Knowledge of PERSAL system. **Knowledge, Competencies and skills:** Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills.

DUTIES : Identification of budgeted vacant posts to be advertised. Writing of submission of budgeted vacant posts to Head Office for advertisement. Distribution of circulars for advertised posts. Receiving, scheduling of applications, short-listing, interviews, invitations of candidates for interviews and formation of panel members. Provision of secretariat services. Implement appointment on PERSAL. Notification of successful candidates and reporting of assumption of duty. Handling of transfers and translations. Handling of acting on higher posts.

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Capturing of probationary reports. Handling of exit interviews. Development of EE report, Updating of post establishment and vacancy rate. Handling of leave matters, Handling of pension matters, Handling of long service, handling of medical aid, Handling payment of leave gratuity, Handling of PILIR matters, Handling housing allowance, deductions and state guarantee. Termination of service on PERSAL.

ENQUIRIES

- : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.

POST

- : **VETERINARY PUBLIC HEALTH OFFICER (REF NO: LDARD 63/08/2023)**

SALARY
CENTRE

- : R 359 517 per annum (Level 08)
: Head Office: Polokwane.

REQUIREMENTS

- : Grade 12 plus an appropriate NQF level 6 qualification in Veterinary Services or equivalent qualification as recognised by SAQA. 06 years appropriate experience (post qualification experience). A paid-up registration with the South African Veterinary Council; A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.

DUTIES

- : To render and manage a veterinary public health in terms of the Meat Safety Act (Act 40 of 2000). Ensure meat hygiene and food safety through inter alia:- Abattoir & sterilization plants. Promote awareness regarding meat hygiene and food safety. Investigation and control illegal slaughtering in collaboration with the relevant authorities and advise the public regarding informal slaughtering of animals. Determine slaughter needs of communities and make recommendations in this regard. Provide training, technical assistance and health education to communities, schools and public on meat hygiene and food safety. Liaison with internal and external stake holders. Assist with risk assessment. Collect samples for surveillance projects (BSE, residue, bacteriological, etc) on identified diseases in animal products and report; accordingly. Assist in planning and execution of contingency plans for disaster

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management in case of disease outbreaks; Assist in managing and monitoring risk assessment audits at rendering plants, source establishments of hides and skins and inter-hides and skin stores; Assess the food safety risk of local products and report accordingly. Perform administrative and related functions. Compile and submit monthly and quarterly reports, letters and notices as required. Populate databases and Provide inputs to the drafting Operational Plan for Veterinary Public Health.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **AGRICULTURAL ADVISOR: ANIMAL PRODUCTION (REF NO: LDARD 64/08/2023) (01 POST)**

SALARY
CENTRE

: R 359 517 per annum (Level 08)
: Madzivhandila College of Agriculture

REQUIREMENTS

: Grade 12 certificate plus an appropriate NQF level 7 qualification in Animal Science/Animal Production or equivalent qualification as recognised by SAQA. Minimum of 1-2 years relevant experience. Registration with a professional body (e.g., SACNASP) is compulsory. A Valid driver's license (with exception of people with disability). **Knowledge, Competencies and Skills:** Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, computer skills, problem solving skills, analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of project monitoring and evaluation. Knowledge of planning and organizing, facilitation and facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.

DUTIES

: To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for the organized agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct

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farmers days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subject matter like crop and animal production. Establish networks and linkages with all stakeholders, keep relevant database up to date especially famers' database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care, etc.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **AGRICULTURAL RESOURCE TECHNICIAN (REF NO: LDARD 65/08/2023) (01 POST)**

SALARY
CENTRE

: R 294 321 per annum (Level 07)
: Vhembe District

REQUIREMENTS

: Grade 12 plus an appropriate NQF level 6 qualification in Environmental Science/ Agricultural Management or equivalent relevant qualification as recognised by SAQA. 1-2 years post qualification experience. Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, A valid driver's licence (with exception of people with disabilities. **Knowledge, Competencies and skills:** Knowledge in surveying and design of all engineering type of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Determine the potential of soils for irrigation.

DUTIES

: Planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Control the prescribed administration of financial aid schemes with regard to the conservation of natural resources and implementation of norms and standards as prescribed by DAFF. Manage and control extension services on land care. Study technological advances and best practices in order to perform land care functions according to the required standards.

ENQUIRIES

: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007

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- POST** : **PERSONAL ASSISTANT: CORPORATE SERVICES (REF NO: LDARD 66/08/2023) (01 POST)**
- SALARY** : R 294 321 per annum (Level 07)
CENTRE : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 6 qualification in Management Assistance/Administration or equivalent qualification as recognised by SAQA. Minimum of one (01) year experience in rendering support services. **Knowledge, Competencies and Skills:** Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level of reliability, Written communication skills, Ability to act with tact and discretion, Ability to do research and analyse documents and situations, Good grooming and presentation, Self-management and motivation, Knowledge on the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration
- DUTIES** : Provides secretarial/receptionist support services to the office of the Chief Director: Corporate Services. Render administrative support services. Provide support to the office of the Chief Director: Corporate Services with regard to meetings. Support the Chief Director: Corporate with the administration of the budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST** : **SECRETARY: DIRECTOR'S OFFICE (REF NO: LDARD 67/08/2023) (01 POST)**
- SALARY** : R202, 233 per annum (Level 05)
CENTRE : Capricorn District
REQUIREMENTS : A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. **Knowledge, Skills and Competencies:** 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. Job

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DUTIES

Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation

: The purpose of the role is to render a secretarial support service to the Director. The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Director: Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received; Arrange meetings and events for the Director. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; Process the travel and subsistence claims for the unit; Process all invoices that emanate from activities of the work of the Director; Record basic minutes for the meetings of the Director where required; Draft routine correspondence and reports; Do filing of the documents for the Director and the unit where required; Administer matters like leave forms, leave registers and telephone accounts; Handle the procurement of standard items like stationery and refreshments; Collect all relevant documents to enable the Director to prepare for meetings; Provide a secretarial/receptionist support service to the Director: Receive telephone calls and refers the calls to the correct role players if not meant for the Director; Record appointments and events in the diary for the Director; Type documents for Director; Operate office equipment like fax machines and photocopiers; Remain up to date with regards to prescripts/policies and procedures applicable to his/her work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remain abreast with the procedures and processes that apply in the office of the Director

ENQUIRIES

: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST

: **FARM FOREMAN (REF NO: LDARD 68/08/2023) (01 POST)**

SALARY

: R171 573 per annum (Level 04)

CENTRE

: Haartebees Breeding Station

REQUIREMENTS

Grade 12 or equivalent qualification. Computer Literacy, Five (05) years experience in the farming environment, Driver's licence. **Knowledge, Competencies and skills:** Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.

DUTIES

: Ensure management of natural resources i.e., Extinguishing fire, Grading of boundary fence and roads, Grading of Firebreaks, patrolling of the farm. Coordinate farming activities i.e., supply water to livestock, minor repairing of

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machineries, service. Perform routine activities in respect of livestock, Machineries and equipment i.e., maintenance of farm machineries, disposing of wastes, maintenance of water reticulation facilities. Perform general activities in respect of infrastructure.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **HUMAN RESOURCE CLERK: HUMAN RESOURCE SERVICES (REF NO: LDARD 69/08/2023) (02 POSTS)**

SALARY
CENTRE

: R 202 233 per annum (Level 05)
: Waterberg District

REQUIREMENTS

: Grade 12 or equivalent qualification. **Knowledge, Competencies and skills:** Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.

DUTIES

: Compiling and updating of employee's statistics on a monthly basis. Receiving and scheduling of applications for employment. Writing memorandum for approval (shortlisting and interviews) in terms of the departmental delegations. Performing secretarial functions during shortlisting and interviews. Verifying appointment credentials (Personnel Suitability Checks) of the shortlisted candidates. Compiling/ writing appointment memorandum (Temporary & Permanent) for approval of the District Director. Implementing all transactions on the PERSAL System relating to appointments of permanent and contract employees, etc. Facilitate transfer and translation of employees. Facilitate probations. Administer all Service Benefits functions. Capture/amend applications for leave on PERSAL System. Audit Leave Files and compile monthly statistics. Implement Conditions of Services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition and PILIR.

ENQUIRIES

: Mr. Matjiu SK (014) 717 4949 or Ms. Kekana MR Tel (014) 717 2523.

POST

: **REGISTRY CLERK: OFFICE OF THE HOD (REF NO: LDARD 70/08/2023) (01 POST)**

SALARY
CENTRE

: R 202 233 per annum (Level 05)
: Head Office: Polokwane

REQUIREMENTS

: Grade 12 certificate or equivalent qualification. **Knowledge, Competencies and skills:** Knowledge of registry responsibilities, practices as well as the ability to capture data, and operate computer, working knowledge and understanding

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of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills. Report writing. Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.

DUTIES

: Provide registry services. Provide human resource services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **REGISTRY CLERK (REF NO: LDARD 71/08/2023) (01 POST)**

SALARY

: R 202 233 per annum (Level 05)

CENTRE

: Waterberg District

REQUIREMENTS

: Grade 12 certificate or equivalent qualification. **Knowledge, Competencies and skills:** Knowledge of registry responsibilities, practices as well as the ability to capture data, and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good interpersonal relation skills. Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.

DUTIES

: Provide registry services. Provide human resource services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.

ENQUIRIES

: Mr. Matjiu SK (014) 717 4949 or Ms. Kekana MR Tel (014) 717 2523.

POST

: **SUPPLY CHAIN CLERK (REF NO: LDARD 72/08/2023) (01 POST)**

SALARY

: R 202 233 per annum (Level 05)

CENTRE

: Sekhukhune District

REQUIREMENTS

: Grade 12 or equivalent qualification. **Knowledge, Competencies and skills:** Knowledge of Legislative framework (PFMA, PPPFA and Treasury Regulations) Knowledge of FINEST and BAS Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at

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all levels Knowledge in capacity building and good programme facilitation skills. Valid drivers' license. Computer literacy will be tested.

DUTIES

- : Maintenance of supplier database. Administration of specification. Administration of official purchase orders. Facilitating payments of suppliers on BAS system. Render demand management, acquisition, logistical and clerical support services

ENQUIRIES

- : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST

- : **ANIMAL HEALTH ASSISTANT (20 POSTS)**

SALARY

- : R171 573 per annum (Level 04)

CENTRE

- : Mopani District: **(REF NO: LDARD 73/08/2023) (04 posts)**
Vhembe District: **(REF NO: LDARD 74/08/2023) (04 posts)**
Sekhukhune District: **(REF NO: LDARD 75/08/2023) (04 posts)**
Capricorn District: **(REF NO: LDARD 76/08/2023) (04 posts)**
Waterberg District: Waterberg District East **(REF NO: LDARD 77/08/2023)** (01 post), Waterberg North **(REF NO: LDARD 78/08/2023)** (01 post), Waterberg South Central **(REF NO: LDARD 79/08/2023)** (01 post), Waterberg West **(REF NO: LDARD 80/08/2023)** (01 post).

REQUIREMENTS

- : Grade 12 or equivalent qualification. A valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and skills:** Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.

DUTIES

- : Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.

ENQUIRIES

- : Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18
Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

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Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.

POST : **LABORATORY ASSISTANT (REF NO: LDARD 81/08/2023) (01 POST)**

SALARY : R171 573 per annum (Level 04)

CENTRE : Head Office: Mokopane Laboratory

REQUIREMENTS : Grade 12 or equivalent qualification (with science and maths as recommendation). Knowledge, Competencies and skills: Ability to read and write. Interpersonal skills, communication skills, Time management, conflict management. Ability to analyse data.

DUTIES : To render a support service to Technicians in the preparation of laboratory tests for analyses. Prepare samples for the determination of i.e. chemical residues, pH, EC, mycology etc. Perform routine analysis of samples under mentorship/supervision of senior personnel. Perform basic maintenance on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock. Perform administrative and related functions.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **SWITCHBOARD OPERATOR (REF NO: LDARD 82/08/2023) (01 POST)**

SALARY : R171 537 per annum (Level 04)

CENTRE : Sekhukhune District

REQUIREMENTS : Grade 12 certificate or equivalent qualification. **Knowledge, Competencies and skills:** Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.

DUTIES : Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Identify and report telephone faults to the supervisor.

ENQUIRIES : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

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POST : **HANDYMAN (REF NO: LDARD 83/08/2023) (01 POST)**

SALARY : R147 036 per annum (Level 03)

CENTRE : Mara Research Centre

REQUIREMENTS : Grade 12 plus N3 certificate or equivalent in either Carpentry, Plumbing, Electrical, Masonry. Driver's license will be an added advantage. Minimum 3 years' experience in Construction and Maintenance of buildings and related infrastructure. **Knowledge, Competencies and Skills:** Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's licence will be an added advantage.

DUTIES : Maintenance of buildings, fittings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **TRACTOR DRIVER (REF NO: LDARD 84/08/2023) (01 POST)**

SALARY : R171 573 per annum (Level 04)

CENTRE : Mara Research Centre

REQUIREMENTS : Grade 10/ABET level 03, N3 certificate or equivalent qualification in diesel mechanics will be an added advantage. Drivers Licence, Knowledge of Agricultural Equipment, Ability to Operate the Tractor, Minimum 3 years' experience in operation of farm machinery and maintenance of water infrastructure. **Knowledge, Competencies and skills:** Basic diesel mechanic skills. Water/Diesel Engine maintenance skills. Knowledge of various types of farm equipment. Knowledge of Batho Pele Principles. Discing, planting and harvesting of crop fields. Driving skills.

DUTIES : Loading, transportation and offloading of goods. Refuse removal within the farm. Operation and maintenance of farm machinery, farm equipment, research trails, firebreaks and access roads. Maintenance of farm infrastructure. Routine inspection on water reservoirs and livestock drinking troughs on farm. Perform routine activities in respect of livestock and general farm activities.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

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POST : **CLEANER (17 POSTS)**

SALARY : R125 373 per annum (Level 02)

CENTRE : Capricorn District: **(REF NO: LDARD 85/08/2023) (03 posts)**
Vhembe District: **(REF NO: LDARD 86/08/2023) (03 posts)**
Towoomba Research Centre: **(REF NO: LDARD 87/08/2023) (03 posts)**
Waterberg District: **(08 posts)**
Waterberg District Office **(REF NO: LDARD 88/08/2023) (01 post);**
Waterberg West (Lephalale) **(REF NO: LDARD 89/08/2023) (01 post);**
Thabazimbi **(REF NO: LDARD 90/08/2023) (01 post);**
Waterberg North (Mahwelereng) **(REF NO: LDARD 91/08/2023) (01 post);**
Mokopane State Vet **(REF NO: LDARD 92/08/2023) (01 post);**
Witpoort **(REF NO: LDARD 93/08/2023) (01 post);**
Waterberg South Central **(REF NO: LDARD 94/08/2023) (01 post),**
Waterberg East (Mookgophong) **(REF NO: LDARD 95/08/2023) (01 post)**

REQUIREMENTS Grade 10 or equivalent qualification. Ability to read and write. **Knowledge, Competencies and skills:** Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Health and safety measures. Working procedures in respect of working environment.

DUTIES : Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s. Washing walls and windows. Packaging of files due for disposal. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors using mob trolley. Landscaping and gardening. Offloading of deliveries and packaging items in storerooms. Vacuum cleaning using vacuum machine. Cleaning of vacuum machine. Provide toilet papers in the toilets. Deep cleaning and sanitisation.

ENQUIRIES : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.
Towoomba Research Centre: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007

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<u>POST</u>	: <u>FARM AID (09 POSTS)</u>
<u>SALARY</u>	: R125 373 per annum (Level 02)
<u>CENTRE</u>	: Mara Research Centre (REF NO: LDARD 96/08/2023) (06 posts) Haartebees Breeding Station (REF NO: LDARD 97/08/2023) (03 posts)
<u>REQUIREMENTS</u>	Grade 10 or equivalent qualification. Ability to read and write. Knowledge, Competencies and skills: Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
<u>DUTIES</u>	: Maintenance of research trails, irrigation and application of herbicides. Taking care of livestock, dipping, vaccination and dosing. Count livestock daily, cleaning of farm facilities and disposal of farm waste materials, Loading and offloading of materials. Firefighting and prevention, maintenance of the farm infrastructures such as animal handling facilities, fences, roads, water supply, buildings.
<u>ENQUIRIES</u>	: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST</u>	: <u>GENERAL WORKER (05 POSTS)</u>
<u>SALARY</u>	: R125 373 per annum (Level 02)
<u>CENTRE</u>	: Waterberg District: (02 posts) Waterberg South Central (REF NO: LDARD 98/08/2023) (01 post), Waterberg West (Lephalale) (REF NO: LDARD 99/08/2023) (01 post): Capricorn District: (REF NO: LDARD 100/08/2023) (03 posts)
<u>REQUIREMENTS</u>	Grade 10/ABET or equivalent qualification. Knowledge, Competencies and Skills: Able to read and write. Knowledge of gardening equipment and appliances. Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behavior towards customers Communication skills. Good interpersonal relations.
<u>DUTIES</u>	: Maintain premises and surroundings. Maintain garden. Loading and offloading of goods
<u>ENQUIRIES</u>	: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 2523.