



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Reference : S4/1
To : ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL
GOVERNMENT
ALL QUALIFYING APPLICANTS

SUBJECTS : ADVERTISEMENT OF VACANT POSTS

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 50 OF 2025.

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

APPLICATIONS : Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below addresses.
For Head office: Polokwane; Tsoelike Research Station, Maru Research Station; Tlopi Selekane College and Madzibhandila College: The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccand Street, Polokwane, 0699.
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 Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowa kgomo.
Sekhukhune District: The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowa kgomo.

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

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

CLOSING DATE : 30 January 2026 at 16:00 (walk-in) and 00:00 (online)

NOTE : It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the

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applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment". Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a

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background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such upon appointment. Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made based on the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

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


MS. MASHAMBA MA
HEAD OF DEPARTMENT

29/12/2025
DATE

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<u>POST</u>	:	<u>CHIEF DIRECTOR: AGRICULTURE REGULATORY AND TECHNOLOGY DEVELOPMENT (REF NO: LDARD 1/11/2025) (01 POST) (Re-advertisement)</u> Those who have applied before are encouraged to re-apply if still interested.
<u>SALARY</u>	:	R1, 494, 900 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate/ Bachelor's degree (NQF level 7) in Agriculture or relevant equivalent qualification as recognized by SAQA. Minimum of 5 years of experience at a senior managerial level in Agriculture. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. KNOWLEDGE, COMPETENCIES, AND SKILLS: Extensive knowledge and understanding of the legislative framework governing the Public Service. Experience and knowledge in agricultural research. Understanding of Agricultural Education and Training environment. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change Management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Manage and coordinate the provision of agriculture research and technology development services in animals. Manage and coordinate the provision of agriculture research and technology development services in crops. Manage and coordinate the provision of veterinary services. Manage and coordinate the provision of agricultural training services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT (REF NO: LDARD 2/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R1,266,714 per annum (Level 13), all-inclusive package to be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	:	Head Office: Polokwane

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<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate undergraduate / Bachelor's degree (NQF level 7) in Human Resource Management or relevant equivalent qualification as recognized by SAQA. At least a minimum of 5 years' experience at middle/senior management in Human Resource Management. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. KNOWLEDGE, COMPETENCIES AND SKILLS: Extensive knowledge and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Sound and in-depth experience and knowledge of relevant prescripts, and application of human resource practices and procedures. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change management; Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication skills.
<u>DUTIES</u>	: To manage and facilitate the provision of Human Resource Management. Provide efficient administration of Human Resource Provisioning and Utilization Services. Manage and ensure the implementation of Conditions of Services. Ensure operational efficiency through effective and efficient management of Human Resource Planning and Equity. Build sound and sustainable relationships between the employer and the employees, representative bodies and all role-players. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST</u>	: <u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT (REF NO: LDARD 3/11/2025) (1 POST) (Re-advertisement)</u> Those who have applied before are encouraged to re-apply if still interested.
<u>SALARY</u>	: R 896,436 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	: Head Office: Polokwane
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate undergraduate (NQF level 6) or relevant equivalent qualification in Risk Management /Audit or a relevant equivalent qualification as recognized by SAQA. Minimum of 3-5 years'

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experience within Risk Management of which three (3) must be Assistant Director level. A valid driver's license (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and in-depth knowledge of relevant prescripts, and application of Risk Management, Business Continuity and Integrity Management as well as understanding of the legislative framework governing the Public Service and standards for good practice (King IV, The International Organization for Standardization (ISO). Experience of, and insight into legislation which impacts on risk management. Proven extensive experience in: - Integrating, embedding and implementing effective Risk, Business Continuity and Integrity Management processes and best practices. Extensive knowledge of the following: Business Continuity and Integrity Management processes and implementation. Proven management competencies and experience. Action-oriented and results-driven. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Provide expertise, counsel and advocacy in. Thorough understanding of policy formulation and co-ordination and implementation. **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 analysis. Client orientation and customer focus. Communications. Personal Attributes: Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances.

DUTIES

: Development and monitor the implementation of Risk and Integrity Management Programmes. Develop, monitor and analyse Risk Management Reports. Manage Integrity, RWOPS-and Lifestyle Audits Reports. Manage, co-ordinate, monitor and facilitation of committees. Manage, Conduct Education and Awareness Campaign on Risk, Integrity and Business Continuity Management. Manage ERM unit and utilise resources (Financial, Human, And Physical) in accordance with relevant directives and legislation.

ENQUIRIES

: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

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POST : **SCIENTIST (PRODUCTION) GRADE A: CROP BREEDING AND GENETICS (REF NO: LDARD 4/11/2025) (01 POST)**

SALARY : R 761,157 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE : Towoomba Research Centre

REQUIREMENTS : Grade 12 plus a Science degree (Bsc) (Hon) or relevant equivalent qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional. Minimum of 3 years post qualification experience. Valid driver's licence (with exception of people with disabilities).

KNOWLEDGE, COMPETENCIES AND SKILLS: **Technical Competencies:** Programme and Project management. Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance culture. Professional judgment. Data analysis. Policy development and analysis. Presentation Skills. Mentoring. **Generic Competencies:** Decision making. Team leadership. Analytical skills. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Networking. Computer literacy. People management. Planning and Organising. Conflict management. Change Management. Problem solving and Analysis. Innovation.

DUTIES : Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST : **SCIENTIST (PRODUCTION) GRADE A: CROP SOIL AND WATER (REF NO: LDARD 5/11/2025) (01 POST)**

SALARY : R 761,157 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE : Towoomba Research Centre

REQUIREMENTS : Grade 12 plus a Science degree (Bsc) (Hon) or equivalent relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional. Minimum of 3 years post qualification experience. Valid driver's licence (with exception of people with disabilities).

KNOWLEDGE, COMPETENCIES AND SKILLS: **Technical Competencies:** Programme and Project management. Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report

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Writing. Creating high Performance culture. Professional judgment. Data analysis. Policy development and analysis. Presentation Skills. Mentoring. **Generic Competencies:** Decision making. Team leadership. Analytical skills. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Networking. Computer literacy. People management. Planning and Organising. Conflict management. Change Management. Problem solving and Analysis. Innovation.

DUTIES : Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST : **CONTROL ENGINEERING TECHNICIAN (REF NO: LDARD 6/11/2025) (01 POST)**

SALARY : R 551,493 per annum (OSD)

CENTRE : Mopani District Office

REQUIREMENTS : Grade 12 plus a National Diploma in Engineering or relevant equivalent qualification as recognised by SAQA. Compulsory registration with ECSA as a Professional Engineering Technician. Minimum of six years post qualification technical experience. Valid driver's licence. (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** **Technical Competencies:** Project Management. Technical design and analysis knowledge Research and Development. Computer-aided Engineering applications. Knowledge of legal Compliance. Technical report Writing. Technical consulting. **Generic Competencies:** Problem solving and analysis. Decision making. Teamwork. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Manage administrative and related functions. Research and development.

ENQUIRIES : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

POST : **SENIOR PERSONNEL PRACTITIONER: HR PROVISIONING AND UTILIZATION (REF NO: LDARD 7/11/2025) (01 POST)**

SALARY : R 397,116 per annum (Level 08)

CENTRE : Head Office: Polokwane

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<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 qualification in Human Resource Management, Public Management/ Administration or relevant equivalent qualification as recognized by SAQA. PERSAL training Certificates/ Results. Minimum of 3 years' working experience in HRM environment. KNOWLEDGE, COMPETENCIES AND SKILLS: Sound and in-depth knowledge of relevant prescripts 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. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Knowledge of PERSAL.
<u>DUTIES</u>	:	Provide administrative support on the development of recruitment plan. Provide recruitment and selection processes. Provide transfers and translations. Facilitate packages for SMS and MMS restructured. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM (REF NO: LDARD 8/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 397,116 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Human Resource Management, Public Management or relevant equivalent qualification as recognized by SAQA. PERSAL training Certificates / Results. Minimum of 3 years' experience in PMDS environment. Valid driver's licence (with exception of people with disabilities). KNOWLEDGE, COMPETENCIES AND SKILLS: Computer Literacy, Persal. Sound and in-depth knowledge of relevant prescripts 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. Experience of, and insight into legislation which impacts on PMDS development. Proven extensive experience in: -PMDS processes and PERSAL. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Good Communication skills; Group dynamics; Facilitation skills; Co-ordination skills; Presentation Skills. Knowledge of PERSAL.

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DUTIES : Facilitate PMDS workshops. Administer submission of PMDS documents. Implement PMDS outcomes. Coordinate competency assessment for SMS members. Implementation of pay progression, grade progression for Non-OSD and OSD. Supervise employees to ensure sound physical asset management, facilitate and utilize resources (human and physical) in accordance with relevant directives and legislations.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES (REF NO: LDARD 9/11/2025) (01 POST)**

SALARY : R 397,116 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 relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Human Resource Management. PERSAL training Certificate. **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills. Knowledge of PERSAL.

DUTIES : Provide Human Resource Provisioning. Provide Conditions of service. Provide Human Resource Planning. Supervise subordinates and utilize resources (human and physical) in accordance with relevant directives and legislation

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610

POST : **SENIOR ADMINISTRATIVE OFFICER: ASSET AND INVENTORY MANAGEMENT (REF NO: LDARD 10/11/2025) (01 POST)**

SALARY : R 397 116 per annum (Level 08)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Logistics Management/ Financial Management/ Supply Chain Management/ Accounting or relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Asset and Inventory Management. Valid drivers' licence (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public

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		Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on Asset and Inventory Management. Ability to implement internal systems and control to ensure sound asset management e.g. BAS, LOGIS etc. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Co-ordination skills.
<u>DUTIES</u>	:	Provide asset and inventory management services. Conduct physical asset verification and maintenance of asset register. Facilitate acquisition process of departmental assets, inventory and consumables. Monitor inventory and consumables. Conduct disposal of assets and inventory. Monitor and ensure the safeguarding and movements of assets. supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST</u>	:	<u>SENIOR STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT (REF NO: LDARD 11/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 397 116 per annum (Level 08)
<u>CENTRE</u>	:	Tompi Seleka College
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 qualification in Supply Chain Management, Logistics Management and Purchasing Management as recognized by SAQA or relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Supply Chain Management environment. KNOWLEDGE, COMPETENCIES AND SKILLS: Knowledge of Procurement Policy, Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Supply Chain Management Framework as well as understanding of the legislative framework governing the Public Service. Financial Systems: BAS and LOGIS. Leadership Skills. Financial Management skills. Written and verbal communication skills. Conflict Management skills. Report writing skills. Interpersonal relation skills. Computer skills. Ability to work in a highly pressured environment.
<u>DUTIES</u>	:	Provide demand management services. Provide acquisition management services. Provide purchase management services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

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POST : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT AND ACCOUNTING (REF NO: LDARD 12/11/2025) (01 POST)**

SALARY : R 397 116 per annum (Level 08)

CENTRE : Capricorn District

REQUIREMENTS : Grade 12 plus an appropriate NQF level 6, National Diploma/ Degree in Financial Management /Financial Accounting, Public Finance Management or relevant equivalent qualification as recognized by SAQA. LOGIS and PERSAL certificates/ Results. Minimum of 3 years' experience in Financial Management environment. Valid drivers' license (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and In-depth Knowledge of Procurement Policy Framework Act, Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Supply Chain Management Framework as well as understanding of the legislative framework governing the Public Service. Financial management. Leadership Skills. Financial Management skills. Written and verbal communication skills. Conflict Management skills. Report writing skills. Interpersonal relation skills. Computer skills.

DUTIES : Provide financial planning, budgeting and reporting. Provide financial revenue and debt management. Provide expenditure management. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610

POST : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 13/11/2025) (01 POST)**

SALARY : R 325 101 per annum (Level 07)

CENTRE : Capricorn District

REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification in Supply Chain Management / Assets Management, Logistics Management or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Asset Management. **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Ability to work in a highly pressured environment.

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<u>DUTIES</u>	:	Provide asset and inventory management services. Maintenance of assets. Conduct physical asset verification. Facilitate asset disposal process. Render stores and warehousing services. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
<u>POST</u>	:	<u>ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION SERVICES (REF NO: LDARD 14/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 325 101 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF 6 in Public Management/Administration, and Human Resource Development/Management, Management of Training qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in HRD and Transformation environment. A valid driver's licence (with exception of people with disabilities). KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of relevant prescripts and applications of Employee Health and Wellness programmes, HRD & SDI as well as understanding of the legislative framework governing the Public Service. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills.
<u>DUTIES</u>	:	Provide Human Resource Development. Provide Performance Management Development System (PMDS). Provide employee wellness. Provide Safety, Health, Environment, Risk and Quality. Provide Special Programmes. Provide Service Delivery Improvement.
<u>ENQUIRIES</u>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
<u>POST</u>	:	<u>ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT SERVICES (REF NO: LDARD 15/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 325 101 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg District Office
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 qualification in Public Management/ Administration / Facilities Management / Management Assistant Qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in administration. A valid driver's

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licence (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and software. Knowledge of working procedure in terms of the working government. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.

DUTIES : Provide office accommodation. Facilitate office automation / equipment. Facilitate maintenance services. Facilitate cleaning services. Administer Switchboard operations. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077

POST : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT (REF NO: LDARD 16/11/2025) (01 POST)**

SALARY : R 325,101 per annum (Level 07)

CENTRE : Vhembe West

REQUIREMENTS : Grade 12 plus NQF level 6 in Supply Chain Management / Asset Management / Public Management/ Administration / /Financial Management Qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Administration. A valid driver's license (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES, AND SKILLS:** Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.

DUTIES : Supervise and render administrative support services at Agro-ecological zone. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services. Supervise and provide personnel administration clerical support services. Supervise and provide financial administration support services. Supervise and provide transport support services. Supervise human resources/staff.

ENQUIRIES : Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.

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<u>POST</u>	:	<u>DISABILITY ASSISTANT OFFICER: (REF NO: LDARD 17/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 269,499 per annum (Level 06)
<u>CENTRE</u>	:	Vhembe district Office
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF level 6 in Office Assistant/ Management, Public Management/ Administration, Business Administration or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Administration. Experience of working with people living with disability will be an added advantage. A valid driver's license. KNOWLEDGE, COMPETENCIES, AND SKILLS: Knowledge of the public service regulations, Sound and in-depth knowledge of relevant prescripts and understating of legislative and disability framework governing the public service, Knowledge of Batho Pele Principles. Empathy and ability to work with people living with disabilities. Experience of working with disability assistive devices. Confidentiality and professionalism, Problem-solving skills. Mobility orientation skills, Interpersonal and customer care skills. Supportive, Team player, Computer proficiency. organizational skills, communication skills, Report writing skills.
<u>DUTIES</u>	:	Provide disability administrative support. Facilitation of reasonable accommodation to person living with disability. Provide general administration support. Provide logistical support. Ensure compliance with disability legislative frameworks.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<u>POST</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (REF NO: LDARD 18/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 325 101 per annum (Level 07)
<u>CENTRE</u>	:	Towoomba Research Station
<u>REQUIREMENTS</u>	:	Grade 12 or relevant equivalent qualification as recognized by SAQA. An appropriate tertiary NQF level 6 qualifications in Public Management/Administration will be an added advantage. Minimum of 2 years' experience in Administration. KNOWLEDGE, COMPETENCIES, AND SKILLS: Knowledge of clerical duties, practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working government. Job knowledge, Communication skills (both verbal and written). Good

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	interpersonal relations skills. Flexibility. Teamwork. Computer skills. Planning and organising. Language.
<u>DUTIES</u>	: Supervise and render an administrative support service. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Research Centre. Supervise and provide personnel administration clerical support services within the Research Centre. Supervise and provide financial administration support services in the Research Centre. Supervise human resources/staff.
<u>ENQUIRIES</u>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347
<u>POST</u>	: <u>PERSONAL ASSISTANT (02 POSTS)</u>
<u>SALARY</u>	: R 325 101 per annum (Level 07)
<u>CENTRE</u>	: Corporate Management: Head Office-Polokwane (Ref No: LDARD 19/11/2025) (01 Post) HOD Support Services: Head Office-Polokwane (Ref No: LDARD 20/11/2025) (01 Post)
<u>REQUIREMENTS</u>	: Grade 12 plus Secretarial Diploma or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in rendering a support service to a member of Senior Management Services (SMS). 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.
<u>DUTIES</u>	: To render a secretarial support service to a member of Senior Management Services (SMS). Provides a secretarial/receptionist support service. Render administrative support services. Provides support regarding meetings. Support the office of a member of Senior Management Services (SMS) 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.
<u>ENQUIRIES</u>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347

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POST : **ARTISAN PRODUCTION GRADE A (REF NO: LDARD 21/11/2025)**
(01 POST)

SALARY : R 243,597 per annum (OSD).

CENTRE : Madzivhandila College

REQUIREMENTS : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). **Knowledge, Competencies and Skills:** Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process. knowledge and skills. Technical analysis knowledge. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing

DUTIES : To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative related functions. Maintain expertise. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **HR CLERK: HUMAN RESOURCE SERVICES (02 POSTS)**

SALARY : R228 321 per annum (Level 05)

CENTRE : Sekhukhune District (Ref No: LDARD 22/11/2025) (01 Post)
Waterberg District (Ref No: LDARD 23/11/2025) (01 Post)

REQUIREMENT : Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM will be an added advantage. **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of Human Resource policies and legislations. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.

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<u>DUTIES</u>	:	Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime and Termination of service). Performance Management.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000 Waterberg District:
<u>POST</u>	:	<u>HR CLERK: CONDITIONS OF SERVICE (REF NO: LDARD 24/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENT</u>	:	Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM will be an added advantage. KNOWLEDGE, COMPETENCIES AND SKILLS: Knowledge of Human Resource policies, legislation, and practices, as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Understanding of human resource administration practices. Report writing skills. Good communication skills (verbal and written). Computer literacy. Good organizing skills, problem-solving abilities, client orientation, accuracy, and attention to detail.
<u>DUTIES</u>	:	Render effective administrative support in processing service terminations. Administer the leave management process, including the implementation of the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Process leave gratuities and discounting. Administer service benefits. Administer pension withdrawal processes. Ensure the effective and efficient utilisation of resources.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST</u>	:	<u>ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT SERVICES (04 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Waterberg North (Ref No: LDARD 25/11/2025) (01 Post) Waterberg South Central (Ref No: LDARD 26/11/2025) (01 Post) Mara Research Station (Ref No: LDARD 27/11/2025) (01 Post)

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	Capricorn Northwestern (Ref No: LDARD 28/11/2025) (01 Post)
<u>REQUIREMENT</u>	: Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognised by SAQA. Certificate / Qualification in Administration / Public Management / Transport Management / Administration will be an added advantage. KNOWLEDGE, COMPETENCIES AND SKILLS: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organizational skills.
<u>DUTIES</u>	: Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<u>ENQUIRIES</u>	: Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014)7173298/1077 Mara Research Station: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
<u>POST</u>	: <u>SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT (REF NO: LDARD 29/11/2025) (01 POST)</u>
<u>SALARY</u>	: R 228,321 per annum (Level 05)
<u>CENTRE</u>	: Waterberg District
<u>REQUIREMENTS</u>	: Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualifications in Supply Chain Management will be added advantage. KNOWLEDGE, COMPETENCIES AND SKILLS: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.
<u>DUTIES</u>	: To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

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<u>ENQUIRIES</u>	:	Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077
<u>POST</u>	:	<u>REGISTRY CLERK (REF NO: LDARD 30/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 228,321 per annum (Level 05)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate in Record and Archives will be an added advantage. KNOWLEDGE, COMPETENCIES AND SKILL: Knowledge of registry duties, 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 the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.
<u>DUTIES</u>	:	Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189
<u>POST</u>	:	<u>SWITCHBOARD OPERATOR (02 POSTS)</u>
<u>SALARY</u>	:	R193,359 per annum (Level 04)
<u>CENTRE</u>	:	Vhembe Central (Ref No: LDARD 31/11/2025) (01 Post) Mopani North (Ref No: LDARD 32/11/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. Certificate / Qualification on Telephone etiquette will be an added advantage. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.

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Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

<u>POST</u>	:	<u>DRIVER/MESSENGER (REF NO: LDARD 33/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 193,359 per annum (Level 04)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent appropriate qualification as recognised by SAQA. Minimum of 7 -12 months driving experience. A valid driver's license as well as a Professional Driving Permit (PDP). KNOWLEDGE, COMPETENCIES AND SKILLS: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city (ies) / district in which the functions will be performed.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs-books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST</u>	:	<u>HANDYMAN (REF NO: LDARD 34/11/2025) (01 POST)</u>
<u>SALARY</u>	:	R 163,680 per annum (Level 03)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	ABET/AET Level 04 or equivalent appropriate qualification as recognised by SAQA. 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.
<u>DUTIES</u>	:	Maintenance of office buildings and furniture. Maintenance of office equipments.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.

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<u>POST</u>	:	<u>CLEANER (10 POSTS)</u>
<u>SALARY</u>	:	R138, 486 per annum (Level 02)
<u>CENTRE</u>	:	Mopani North (Ref No: LDARD 35/11/2025) (01 Post) Tompoti Selekane College (Ref No: LDARD 36/11/2025) (01 Post) Mopani East (Ref No: LDARD 37/11/2025) (01 Post) Mopani District Office (Ref No: LDARD 38/11/2025) (01 Post) Capricorn Northwestern (Ref No: LDARD 39/11/2025) (02 Posts) Waterberg District (Ref No: LDARD 40/11/2025) (02 Posts): Re-advert Waterberg South Central (Ref No: LDARD 41/11/2025) (01 Post): Re-advert Sekhukhune District (Ref No: LDARD 42/11/2025) (01 Post): Re-advert
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification as recognised by SAQA. KNOWLEDGE, COMPETENCIES AND SKILLS: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua cooler/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610. Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189. Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077 Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000

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Tompoti Selekka College: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

<u>POST</u>	:	<u>GENERAL WORKER (06 POSTS)</u>
<u>SALARY</u>	:	R 138,486 per annum (Level 02)
<u>CENTRE</u>	:	Capricorn East (Ref No: LDARD 43/11/2025) (01 Post): Re-advert Mara Research Station (Ref No: LDARD 44/11/2025) (01 Post) Waterberg North (Ref No: LDARD 45/11/2025) (02 Post) Re-advert Sekhukhune South Central (Ref No: LDARD 46/11/2025) (01 Post) Re-advert Waterberg South Central (Ref No: LDARD 47/11/2025) (01 Post) Re-advert
<u>REQUIREMENTS</u>	:	Grade ABET/AET or equivalent appropriate qualification as recognised by SAQA. KNOWLEDGE, COMPETENCIES, AND SKILLS: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.
<u>DUTIES</u>	:	Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods. Cleaning of government vehicles.
<u>ENQUIRIES</u>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610. Mara Research Station: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077 Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000