



**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. 27 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, LDARD, Mokopane Laboratory, Makhado Laboratory; Towoomba Research Centre; Mara Research Centre; Haartebees; Tompi Seleka College and Madzivhandila 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 Biccard Street, Polokwane, 0699.

**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.

**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: Lebowakgomo.

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

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

**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** : 01 August 2025

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



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

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". Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made by the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

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



**MS. MASHAMBA MA**  
**ACTING HEAD OF DEPARTMENT**

2025/07/10  
DATE

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>POST</u></b>	:	<b><u>DEPUTY DIRECTOR: LANDCARE AND LANDUSE MANAGEMENT (04 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 1,059,105 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.
<b><u>CENTRE</u></b>	:	Sekhukhune District ( <b>Ref No: LDARD 1/6/2025</b> ) (01 Post) Mopani District ( <b>Ref No: LDARD 2/6/2025</b> ) (01 Post) Waterberg District ( <b>Ref No: LDARD 3/6/2025</b> ) (01 Post) Capricorn District ( <b>Ref No: LDARD 4/6/2025</b> ) (01 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF Level 7) undergraduate qualification in Environmental Science / B Agricultural Management or equivalent appropriate tertiary qualification as recognised by SAQA. Five (5) years post qualification experience of which three (3) must be Assistant Director level within Natural Resource Management. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Sound knowledge and understanding of engineering legislation and policy frameworks. Sound knowledge and understanding project management. Knowledge in surveying and designing all engineering types of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Determine the potential of soils for irrigation.
<b><u>DUTIES</u></b>	:	Manage and control the planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Manage and 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. Coordinate agricultural risk and disaster management. Provide recommendations on applications for rezoning and sub-division of agricultural land.
<b><u>ENQUIRIES</u></b>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324. Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<b><u>POST</u></b>	:	<b><u>DEPUTY DIRECTOR: RURAL DEVELOPMENT COORDINATION (REF NO: LDARD 5/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 1,059,105 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 7) undergraduate qualification in Agriculture/ Community Development or equivalent appropriate tertiary qualification as recognized by SAQA. Five (5) years' experience within Community Facilitation of which three (3) must be Assistant Director level. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Extensive knowledge of Land & Agrarian Reform Policies. Ability to source and analyse information. Organisational Communication Effectiveness. Problem Analysis. Self-Management. Budgeting and Financial Management. Customer Focus and Responsiveness. Developing Others. Planning and Organising skills. Problem Solving and Decision-Making. Project Management. Team Leadership.
<b><u>DUTIES</u></b>	:	To provide Coordination and facilitation of Rural Development Strategy in the Province. Facilitate stakeholder engagement for Post settlement support. Facilitate and coordinate Agri Parks initiatives. Coordinate District Development Models (DDM). Facilitate Military Veterans. Coordinate all CRDP projects with DALRRD.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>STATE VETERINARIAN: ANIMAL DISEASE CONTROL AND EPIDEMIOLOGY (REF NO: LDARD 6/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 896,436 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 7) undergraduate qualification in BVSc or BVMCh as recognized by SAQA. One (01) to Two (02) years' experience in the related field. Current proof of registration with the South African Veterinary Council (SAVC). A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Sound and in-depth knowledge of relevant Acts, Regulations, policies, and understanding of the legislative framework governing the Public Service. Excellent in-depth knowledge of the transmission of important animal diseases, both locally and internationally. Excellent in-depth knowledge of animal production systems and animal disease prevention strategies and methodologies. Excellent in-depth knowledge of animal disease containment, control and eradication strategies and methodologies. Good knowledge of relevant legislation and policies. Knowledge of policy making procedures. Knowledge of the operation of the agricultural sector. Knowledge of the interdependence of industries within the agricultural sector. Strategic capability & Leadership. Program and project Management skills. Change

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

	Management skills. Communication skills. Conflict Management skills. Policy analysis skills. Report writing skills
<b><u>DUTIES</u></b>	: Coordinate the management of the sub-directorate Epidemiology as a State Veterinarian through Veterinary Epidemiology and animal health risk assessment. Provision of veterinary epidemiology services to Limpopo Veterinary Services. To optimise animal disease prevention and control in the Limpopo Province utilising various strategies. Coordinate and develop veterinary strategy, policy, and legislation for disease prevention, surveillance, and control. To perform all administrative and related functions. Keep up to date with regards to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Animal Health support service. Manage and utilise resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	: <b><u>DEPUTY DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT (REF NO: LDARD 7/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	: R 896,436 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<b><u>CENTRE</u></b>	: Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	: Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Risk Management / Auditing or equivalent appropriate tertiary qualification as recognized by SAQA. Five (5) years' experience within Enterprise Risk Management of which three (3) must be Assistant Director level. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Sound and in-depth knowledge of relevant prescripts, and application of Risk Management, Business Continuity and Ethics 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 Ethics Management processes and best practices. Extensive knowledge of the following: Business Continuity and Ethics 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. <b>Core Competencies:</b> Strategic capability and leadership. People Management and empowerment. Programme and project management. Financial Management. Change management. <b>Process competencies:</b> Knowledge



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

Management. Service delivery innovation. Problem solving analysis. Client orientation and customer focus. Communications. Personal Attributes: Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances.

**DUTIES** : Develop and monitor the implementation of Risk and Integrity Management Programmes. Develop, monitor and analyse Risk Management Reports. Manage Integrity, Remunerative Work Outside Public Service (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 and utilise resources (Financial, Human, And Physical) in accordance with relevant directives and legislation.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **GIS PROFESSIONAL GRADE A (REF NO: LDARD 8/6/2025) (01 POST)**

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

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : Grade 12 plus an undergraduate 4-year B degree (NQF Level 7) qualification in GISc or appropriate tertiary qualification as recognized by South African Qualifications Authority (SAQA) in GISc. Three (03) years post qualification GISc professional experience required. Current registration with South African Geomatics Council (SAGC) formerly known as PLATO is compulsory. Valid driver's license (with the exception of the people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS: Technical:** Programme and project management. GIS, legal and operational compliance and GIS Implementation. Standards development. Policy formulation. GIS operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Systems skills. Spatial modelling design and analysis knowledge. Research and development. GIS applications. Creating high performance culture. Technical consulting. Professional judgment. Accountability. **Generic:** Strategic management and direction. Problem solving and analysis. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Language proficiency. Knowledge management. Negotiation skills and Change management.

**DUTIES** : Provide GISc to support institutional decision making. Policy making and institutional strategic guidance. Conduct Research. Project and Financial Management.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>POST</u></b>	:	<b><u>CANDIDATE ENGINEER (04 POSTS)</u></b> Appointment on a limited period (contract) not exceeding forty-eight (48) consecutive months for purpose of meeting statutory requirements for professional Engineering Council for South Africa (ECSA) registration.
<b><u>SALARY</u></b>	:	R 761,157 per annum (OSD), all-inclusive package to be structured in accordance with individual needs.
<b><u>CENTRE</u></b>	:	Mopani District ( <b>Ref No: LDARD 9/6/2025</b> ) (01 Post). Sekhukhune District ( <b>Ref No: LDARD 10/6/2025</b> ) (01 Post). Vhembe District ( <b>Ref No: LDARD 11/6/2025</b> ) (01 Post). Waterberg District ( <b>Ref No: LDARD 12/6/2025</b> ) (01 Post).
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate degree (B Eng/ BSC(Eng) qualification in Engineering or appropriate tertiary qualification in Engineering as recognized by SAQA. Current Registration with Engineering Council for South Africa (ECSA) as an Engineer in training is compulsory upon appointment. Valid driver's license (with the exception of the applicants with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> <b>Technical:</b> Project Management. Engineering design and analysis knowledge. Research and Development. Computer-aided Engineering applications. Knowledge of legal Compliance. Technical report Writing Networking. <b>Generic:</b> Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Problem solving and analysis.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering problems (challenges) and improve efficiency and enhance safety. Office administration. Research and development.
<b><u>ENQUIRIES</u></b>	:	Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000. Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.
<b><u>POST</u></b>	:	<b><u>QUALITY ASSURANCE MANAGER (REF NO: LDARD 13/6/2025) (01 POST)</u></b> (Twelve months fixed term contract).
<b><u>SALARY</u></b>	:	R 582,444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Madzivhandila College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF Level 8) postgraduate qualification and Professional Qualification in Education or equivalent appropriate tertiary qualification



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

as recognised by SAQA. Qualification in Agriculture will be an added advantage. A minimum of 3-5 years appropriate management experience. A valid driver's licence (with the 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. Relevant quality assurance certification.

<b><u>DUTIES</u></b>	:	To manage all Agricultural Training Institute (ATI) policies. To ensure total quality assurance 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.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (02 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 582,444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Capricorn District ( <b>Ref No: LDARD 14/6/2025</b> ) (01 Post) Sekhukhune District ( <b>Ref No: LDARD 15/6/2025</b> ) (01 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 8) postgraduate qualification in Agriculture or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of three (3) years relevant experience at supervisory level in the Agricultural Advisory environment. A valid driver's license (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, Division of Revenue Act, Public Finance Management Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997), Policies and Strategies: APAP, RAAVC, Limpopo Development Plan, National Policy on Comprehensive Producer Development Support. Project management skills, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. 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.

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>DUTIES</u></b>	:	Coordinate and conduct social facilitation and participatory community development processes. Facilitate skills development. Facilitate co-operation between communities and public and private sector organizations. Sensitize rural communities on rural development initiatives. Conduct household profiling services. Provide post settlement support services. Establish and strengthen existing institutions for socio-economic development. Intergovernmental coordination municipalities, provincial and national departments.
<b><u>ENQUIRIES</u></b>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<b><u>POST</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES (REF NO: LDARD 16/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 582,444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Vhembe Far North
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 8) postgraduate qualification in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Current registration with a professional body e.g. South African Council for Natural Scientific Professions (SACNASP) is compulsory. A Valid driver's license (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ 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 planning and organising, 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. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication.
<b><u>DUTIES</u></b>	:	Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service center. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders.

**ENQUIRIES** : Mamburu TD Tel No: (015) 963 2005/ Rathogwa MM Tel No: (015) 9632007

**POST** : **CONTROL AGRICULTURAL RESOURCE TECHNICIAN (REF NO: LDARD 17/6/2025) (01 POST)**

**SALARY** : R 582,444 per annum (Level 10)

**CENTRE** : Mopani North

**REQUIREMENTS** : Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Engineering or equivalent appropriate tertiary qualification as recognised by SAQA. Current registration with the Engineering Council of South Africa (ECSA) is compulsory. A minimum of 6 years appropriate experience. A Valid driver's license (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge in surveying and design of all engineering types of projects (contours, waterways, stock watering systems, irrigation systems, subsurface draining systems, water run off control, conservation farm planning and the design of animal housing). Knowledge of spreadsheets, computerized and/or farm planning. Good Labour relations. Good interpersonal skills. Capacity building within communities. Determine the potential of soils for irrigation

**DUTIES** : Manage and control the planning and design of conservation structures in compliance with environmental and conservation legislation. Co-ordination of projects (including inter alia projects funded by Land Care and CASP). Manage and control the prescribed administration of financial aid schemes (e.g. the soil conservation subsidy scheme) with regard to the conservation of natural resources and the implementation of norms and standards as prescribed by the National Department of Agriculture. Manage and control extension services on land care. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective technical service. Perform administrative and related functions.

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

**POST** : **SENIOR AGRICULTURAL ECONOMIST: AGRO-PROCESSING AND VALUE ADDITION SERVICES (REF NO: LDARD 18/6/2025) (01 POST)**

**SALARY** : R 582,444 per annum (Level 10)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : Grade 12 plus an appropriate (NQF Level 8) postgraduate qualification in Agriculture with Agricultural Economics / Agribusiness as a major subject or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) years relevant experience required Agri-business. Valid driver's licence (with the exception of people with

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of people management skills. Knowledge of PFMA and financial management. 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

: Conduct in depth research of developments/ patterns/ trends in agricultural sector. Conduct municipality area situational analysis to complete sector and/ or commodity specific profiles. Identify gaps/ threats and opportunities with impact to the sector and/ or farmers. Facilitate access to market and finance for farmers. Provide agricultural economic/ agribusiness advice to internal and external stakeholders. Develop Agribusinesses/ projects planning. 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 Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

### POST

: **SENIOR AGRICULTURAL ADVISOR: EXTENSION AND PARTNERSHIP (REF NO: LDARD 19/6/2025) (01 POST)**  
(Twelve months fixed term contract).

### SALARY

: R 468,459 per annum (Level 9)

### CENTRE

: Madzivhandila College

### REQUIREMENTS

: Grade 12 plus an appropriate (NQF Level 8) postgraduate qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years proven relevant experience in implementing Agricultural programmes. Current registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body is compulsory. Valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of extension methodology; Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community Development, IDPs, PGDS, CASP, Land-care, Land Reform Crop and Animal Conflict Resolution, Management Knowledge, Knowledge of Policy interpretation, Supervisory and management skills, Knowledge of Project planning and Management, Extension and Advisory skills, Leadership skills, Knowledge of Financial Management, Advanced communication/presentation skills, Report Writing Skills, Computer literacy with emphasis to MS Word, MS Power point and MS Excel.

### DUTIES

: Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after-care for organized agriculture and other agricultural stakeholders.



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

Provide technical support on Government funded projects such as CASP and LRAD and also assist with planning, advice and after-care. Promote sustainable production of Agricultural products; \*Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective extension services.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **LAND USE PLANNER (03 POSTS)**

**SALARY** : R 468,459 per annum (Level 09)  
**CENTRE** : Sekhukhune District (**Ref No: LDARD 20/6/2025**) (01 Post).  
Mopani District (**Ref No: LDARD 21/6/2025**) (01 Post).  
Waterberg District (**Ref No: LDARD 22/6/2025**) (01 Post).

**REQUIREMENTS** : Grade 12 plus an appropriate (NQF Level 6) undergraduate qualification in Urban Planning / Geography or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of Three (03) to Four (04) years' experience in land use or urban planning related field. A valid driver's licence (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES, AND SKILLS:** Proficiency in GIS and planning software. Strong understanding of zoning laws and environmental regulations. Excellent written and verbal communication skills. Ability to analyze complex data and present findings clearly. Experience with public speaking and community engagement. Strong organizational and project management skills. Knowledge of sustainable development practices. Public Service Regulations. Knowledge of Public Finance Management Act. Project Management skills. Developing Planning Skills. Problem Solving Skills. Community engagement skills. Communication Skills. Decision Planning Skills. Leadership and Management Skills. Conflict Management Skills. Report Writing Skills. Knowledge of Computer applications. Experience with technology and software. Problem-solving skills. Customer service skills. Knowledge of Batho Pele Principles.

**DUTIES** : Develop and implement land use plans and zoning regulations. Conduct site analysis and feasibility studies. Collaborate with government agencies, developers, and stakeholders. Prepare reports, maps, and presentations for public hearings. Evaluate environmental, economic, and social impacts of land use proposals. Ensure compliance with local, state, and federal regulations. Facilitate community engagement and public input sessions. Monitor and update comprehensive plans and land use policies. Advice on land development applications and permits. Use GIS and other planning tools for spatial analysis

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

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or 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 1324.

<b><u>POST</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE TRAINING AND DEVELOPMENT</u></b> <b><u>(REF NO: LDARD 23/06/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 468,459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF Level 6) undergraduate qualification in Human Resource Development/Management /Public Management/ Administration or equivalent appropriate tertiary qualification as recognized by SAQA. PERSAL Training Certificate. A minimum of 3-5 years' relevant working experience in Human Resource Development, Skills Development, and Training. A valid driver's license (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on human resource development. Negotiation Skills. People Management. Financial Solving Planning & Organizing. Time Management. Strategic Planning. Policy Analysis and Development. Good Communication Skills. Group dynamics. Diversity Management. Facilitation Skills. Co-ordination Skills. Leadership Skills. Change and Knowledge Management.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate skills programmes. Coordinate the implementation of Learnership/RPL, Internships, Experiential and Programs. Facilitate Administration of Bursaries. Provide Induction and Orientation Program. Manage and utilize resources (Human and Physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.
<b><u>POST</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND INFORMATION</u></b> <b><u>(REF NO: LDARD 24/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 468,459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF Level 6) undergraduate qualification in Human Resource Management/Public Management or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3-5 years' relevant working experience in Human Resource Planning and Information. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND</b>



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

**SKILLS:** Knowledge of HR Planning Prescripts; PFMA, Public Service Regulation and Guideline on integrated Human Resource Planning in the Public. Policy Analysis. Planning and organizing. Financial Management. Communication Skills. MAP. Computer literacy.

**DUTIES** : Coordinate the development and review of Human Resource Plan. Coordinate the development and review of Employment Equity Plan. Coordinate the development and review of Retention Strategy/Policy. Coordinate the achievement of 50% for women SMS and 4% for PWD's. Coordinate the implementation of the employee satisfaction survey and exit interviews. Maintain human resources and staff establishment information. Manage and utilize resources (Human and Physical) in accordance with relevant directives and legislation.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST** : **ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT (REF NO: LDARD 25/6/2025) (01 POST)**

**SALARY** : R 468,459 per annum (Level 09)

**CENTRE** : Sekhukhune District

**REQUIREMENTS** : Grade 12 plus an appropriate (NQF Level 6) undergraduate qualification in Public Management / Record Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of Three (3)- Five (5) years relevant experience in Facilities and Record Management. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Management Knowledge. Policy interpretation, Knowledge of record management, Project Management, Leadership skills. Facility Management, Human Resource Management, Change Management, Communication skills and Computer literacy.

**DUTIES** : Facilitate the provision of records management, Facilitate registry, counter and messenger services. Facilitate facilities services. Manage and utilize resources (Human and Physical) in accordance with relevant directives and legislation.

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

**POST** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY COORDINATION (REF NO: LDARD 26/6/2025) (01 POST)**

(Re-advertisement, those applied before need to re-apply)

**SALARY** : R 468,459 per annum (Level 09)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : Grade 12 plus an appropriate NQF 6 qualification in Public Management/ Public Administration or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum Three (3)- Five (5) years' experience in Strategic Planning and Policy

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

Coordination. A valid driver's licence (with exception of people with disabilities). **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, Medium Term Development Plan). Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances.

**DUTIES** : To facilitate the implementation of strategic planning and policy coordination. Facilitate the development of strategic, business and operational planning. Facilitate, consolidate and submit organizational performance reports. Alignment of strategic, business and operational planning. Facilitate the development, coordination and implementation of policies.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **GIS TECHNOLOGIST (REF NO: LDARD 27/6/2025) (01 POST)**

**SALARY** : R 453,576 per annum (OSD), all-inclusive package to be structured in  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : Grade 12 plus an appropriate undergraduate 3 to 4 years GIS degree qualification or equivalent appropriate relevant tertiary qualification as recognised by SAQA. A minimum of 3-year post qualification GISc Technologist experience. Current registration with PLATO is compulsory. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS: Technical:** Use science and Technology effectively and critically. Strong GIS skills with two or more GIS packages (e.g. ESRI). Analytical, Statistical and Mathematical skills. Project management. Programme and project management. Research and Development. Knowledge of legal Compliance. Technical report Writing. Creating high performance culture. Networking. **Generic:** Ability to solve Problems. Collect, organize and critically evaluate. Information. Organization and management skills. Work effectively with others as a member of a team. Communication Literacy. Computer skills. Planning, organizing and execution. Language Proficiency. Listening skills. Teamwork.

**DUTIES** : Develop and implement innovative GISc technology and applications. Technical functions. Maintain GISc unit effectiveness. Governance. Financial Management. People management. GIS Implementation. Conduct research and implement new GIS standards.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>POST</u></b>	:	<b><u>AGRICULTURAL ECONOMIST (05 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 397,116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Vhembe West: (Ref No: LDARD 28/6/2025) (01 Post). Vhembe East (Ref No: LDARD 29/6/2025) (01 Post). Waterberg West (Ref No: LDARD 30/6/2025) (01 Post). Sekhukhune South Central (Ref No: LDARD 31/6/2025) (01 Post). Mopani West (Ref No: LDARD 32/6/2025) (01 Post).
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 8) postgraduate qualification in Agricultural Economics/Agribusiness or equivalent appropriate qualification as recognised by SAQA. A minimum of two (2) – three (3) years working experience in Agricultural Economist. Valid driver's license (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> 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.
<b><u>DUTIES</u></b>	:	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 in Local Municipality economic development planning forums.
<b><u>ENQUIRIES</u></b>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324. Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
<b><u>POST</u></b>	:	<b><u>VETERINARY PUBLIC HEALTH OFFICER: (REF NO: LDARD 33/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 397,116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF Level 6) undergraduate qualification in Animal Health / Environmental Health/ Veterinary Public Health or equivalent appropriate tertiary qualification as recognised by SAQA. One (1) – two (2) years' experience in Veterinary Services. Valid registration with the South African Veterinary Council. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> 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.
<b><u>DUTIES</u></b>	:	Render a veterinary public health service in terms of the Meat Safety Act (Act 40/2000) and other relevant legislation. Ensure meat hygiene and food safety. Ensure legislative compliance through awareness campaigns, extension practices & law enforcement (to the public, existing & proposed clients regarding food safety). Ensure compliance with legislation, national & international export requirements (Individual export or district export facilities & international trade requirements). Perform administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>VETERINARY TECHNOLOGIST (REF NO: LDARD 34/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 397,116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mokopane Laboratory
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Veterinary Technology or equivalent appropriate tertiary qualification as recognized by SAQA. Current registration with the South African Veterinary Council as Veterinary Technologist is compulsory. No experience required. Valid driver's license (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology.
<b><u>DUTIES</u></b>	:	Render a Veterinary Laboratory Testing service. Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service. Promotion of a safe laboratory environment.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>POST</u></b>	:	<b><u>AGRICULTURAL ADVISOR: FARM MANAGEMENT (REF NO: LDARD 35/6/2025)</u></b> <b><u>(01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 397,116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Madzivhandila College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF Level 8) postgraduate qualification in Agriculture (Animal Production) or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Compulsory registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body is compulsory. A valid driver's licence (with exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Extensive knowledge of 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 planning and organising, 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.
<b><u>DUTIES</u></b>	:	To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised 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 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 and commodity groups to ensure self-reliance. Provide advice on various subjects like crop production. Establish networks and linkages with all stakeholders, keep relevant databases up to date, such as famers' databases. Compile and submit monthly and quarterly reports. Keep up to date regarding applicable prescripts, policies, procedures, and advisory technology services. Implement programmes such as CASP, Letsema, Land care.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>POST</u></b>	:	<b><u>AGRICULTURAL ADVISOR (10 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 397,116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Capricorn South ( <b>Ref No: LDARD 36/6/2025</b> ) (01 Post). Capricorn North-Western ( <b>Ref No: LDARD 37/6/2025</b> ) (02 Posts). Vhembe Central ( <b>Ref No: LDARD 38/6/2025</b> ) (03 Posts). Vhembe West ( <b>Ref No: LDARD 39/6/2025</b> ) (01 Post). Vhembe Far North ( <b>Ref No: LDARD 40/6/2025</b> ) (01 Post). Waterberg North ( <b>Ref No: LDARD 41/6/2025</b> ) (01 Post). Mopani North ( <b>Ref No: LDARD 42/6/2025</b> ) (01 Post).
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF Level 8) postgraduate qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Compulsory registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body is compulsory A valid driver's licence (with exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Extensive knowledge of 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 planning and organising, 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.
<b><u>DUTIES</u></b>	:	To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised 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 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 and commodity groups to ensure self-reliance. Provide advice on various subjects like crop production. Establish networks and linkages with all stakeholders, keep relevant databases up to date, such as famers' databases. Compile and submit monthly and quarterly reports. Keep up to date regarding applicable prescripts, policies, procedures, and advisory technology services. Implement programmes such as CASP, Letsema, Land care.



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.  
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.  
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189  
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619.
- POST** : **AGRICULTURAL ADVISOR (05 POSTS)**  
(Twelve months fixed term contract).
- SALARY** : R 397,116 per annum (Level 08), (plus 37% in lieu benefits per annum)  
**CENTRE** : Capricorn East (**Ref No: LDARD 43/6/2025**) (01 Post).  
Sekhukhune West (**Ref No: LDARD 44/6/2025**) (01 Post).  
Vhembe East (**Ref No: LDARD 45/6/2025**) (01 Post).  
Waterberg East (**Ref No: LDARD 46/6/2025**) (01 Post).  
Mopani East (**Ref No: LDARD 47/6/2025**) (01 Post).
- REQUIREMENTS** : Grade 12 plus an appropriate (NQF Level 8) postgraduate qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Compulsory registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body is compulsory A valid driver's licence (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Extensive knowledge of 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 planning and organising, 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 organised 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 farmers'

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

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 and commodity groups to ensure self-reliance. Provide advice on various subjects like crop production. Establish networks and linkages with all stakeholders, keep relevant databases up to date, such as famers' databases. Compile and submit monthly and quarterly reports. Keep up to date regarding applicable prescripts, policies, procedures, and advisory technology services. Implement programmes such as CASP, Letsema, Land care.

### ENQUIRIES

- : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.  
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.  
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189  
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.

### POST

- : **ANIMAL HEALTH TECHNICIAN (07 POSTS)**

### SALARY CENTRE

- : R 397,116 per annum (Level 08)  
: Capricorn East (Ref No: LDARD 48/6/2025) (01 Post).  
Capricorn North-Western (Ref No: LDARD 49/6/2025) (01 Post).  
Sekhukhune West (Ref No: LDARD 50/6/2025) (01 Post).  
Vhembe East (Ref No: LDARD 51/6/2025) (01 Post).  
Vhembe Central (Ref No: LDARD 52/6/2025) (01 Post).  
Waterberg East (Ref No: LDARD 53/6/2025) (01 Post).  
Mopani East (Ref No: LDARD 54/6/2025) (01 Post).

### REQUIREMENTS

- : Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Current registration with the South African Veterinary Council as Animal Health Technician is compulsory. A valid driver's licence (with the 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.



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>DUTIES</u></b>	:	To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian regarding animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.
<b><u>ENQUIRIES</u></b>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324. Mopani District: Ms. Malatji MA, Matlou MT, Chaka NS and Hlungwani G Tel No: (015) 811 9837 or (015) 811 1189 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.
<b><u>POST</u></b>	:	<b><u>EXAMINATION OFFICER (REF NO: LDARD 55/6/2025) (01 POST)</u></b> (Twelve months fixed term contract).
<b><u>SALARY</u></b>	:	R 397,116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Madzivhandila College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Public Administration or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of two (2) years appropriate experience. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Planning & organising skills. Formal training and presentation skills. Communication skills. Computer proficiency skills will be tested.
<b><u>DUTIES</u></b>	:	Oversee all aspects of examinations management within the college. Coordinate preparation of examination. Ensure current assessment regulations and conventions are adhered to. Supplying all the necessary stationery and materials related to exam. Prepare other necessary logistics for smooth running of examination. Maintain confidential records in respect of all aspects of the examination process.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>POST</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES (02 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 397,116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Sekhukhune District ( <b>REF NO: LDARD 56/6/2025</b> ) (01 Post) Capricorn District ( <b>REF NO: LDARD 57/6/2025</b> ) (01 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Human Resource Management/ Public Management/ Administration or equivalent appropriate tertiary qualification as recognized by SAQA. PERSAL training certificates. A minimum of 2-3 years' experience in Human Resource Management environment. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Understanding of COIDA. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills
<b><u>DUTIES</u></b>	:	Provide human resource provisioning. Provide conditions of service. Provide human resource planning. Supervise subordinates and utilize resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
<b><u>POST</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN &amp; ASSET MANAGEMENT (REF NO: LDARD 58/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Capricorn District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Logistics/ Public Management / Supply Chain Management or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of Two (02) to Three (03) years' experience in transport management, stores and warehousing and Asset Management services. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Treasury Regulation. Thorough knowledge of PPPFMA. Knowledge of the PFMA. Computer proficiency. Report writing skills.
<b><u>DUTIES</u></b>	:	Provide transport management services. Provide stores and warehousing services. Provide Asset Management. Supervise subordinates and utilize resources in accordance with relevant directives and legislations.
<b><u>ENQUIRIES</u></b>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<u>POST</u>	:	<u><b>SENIOR PERSONNEL PRACTITIONER: HR DEVELOPMENT AND TRANSFORMATION</b></u>
<u>SALARY</u>	:	R 397,116 per annum (Level 08)
<u>CENTRE</u>	:	Mopani District ( <b>REF NO: LDARD 59/6/2025</b> ) (01 Post) Capricorn District ( <b>REF NO: LDARD 60/6/2025</b> ) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate (NQF Level 6) undergraduate qualification in Human Resource Development / Management /Public management, Management of training, or equivalent tertiary qualification as recognized by SAQA. A minimum of Two (02) to Three (03) years' experience in HRD and Transformation. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Knowledge and understanding of legislative, Acts and policies that govern Public Service. Job Knowledge of relevant prescripts and applications of training, transformation and PMDS. Computer skills. Planning and organization. Language. Good verbal and written communication skills.
<u>DUTIES</u>	:	Provide Human Resource Development. Provide Performance Management Development System Services. Provide Service Delivery improvement services, Provide employee health and wellness programmes. Supervise subordinates and utilize resources in accordance with relevant directives and legislations.
<u>ENQUIRIES</u>	:	Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189. Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<u>POST</u>	:	<u><b>SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT SERVICES:</b></u> <u><b>(REF NO: LDARD 61/6/2025) (01 POST)</b></u> (Re-advertisement, those applied before need to re-apply)
<u>SALARY</u>	:	R 397,116 per annum (Level 08)
<u>CENTRE</u>	:	Towommba Research Centre
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in National Diploma / Public Administration / Human Resource management / Financial Management or equivalent tertiary qualification as recognized by SAQA. A minimum Three (3) – Five (5) years' experience in administration / clerical. <b>Knowledge, Competencies and Skills:</b> 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. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Ability to work in a highly pressured environment.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<u>DUTIES</u>	:	To render administrative support services in the research centre. Render financial administration services. Handle office support services. Handle information management services. Render human resource management and development services. Provide transformation 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. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3387.
<u>POST</u>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT (REF NO: LDARD 62/6/2025) (01 POST)</u></b> (Re-advertisement, those applied before need to re-apply)
<u>SALARY</u>	:	R 325,101 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 6 in Public Management, Transport Management, Logistics or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years' experience in Transport Management. A valid driver's licence (with exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills. Ability to work under pressure and prepared work after hours when need arises, Report writing skills.
<u>DUTIES</u>	:	Conduct needs analysis for acquisition of GG and subsidized vehicles. Develop and update the subsidized and GG vehicle registers. Facilitate maintenance of vehicles. Conduct inspection of GG and subsidized vehicles. Issuing vehicles. Licensing of GG vehicles.
<u>ENQUIRIES</u>	:	Ms Sebatjane LD Tel No: (015) 632 8609, Mr. Masera TN Tel No: (015) 632 8625.
<u>POST</u>	:	<b><u>ADMINISTRATIVE OFFICER: EMPLOYEE RELATIONS (REF NO: LDARD 63/6/2025) (01 POST)</u></b>
<u>SALARY</u>	:	R 325,101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate (NQF Level 6) undergradaute qualification in Public Administration/ Management, Business Management/ Administration, Labour Relations or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 1-2 years' experience in administration / employee relations field will be an added advantage. A valid driver's licence (with the exception of people with disabilities) will be an added advantage. <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Knowledge and understanding of legislative frameworks, policies, Acts and regulations that governs public service. Knowledge of Labour relations policies, practices and procedures. Knowledge of PERSAL will be an added advantage.



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

Investigation skills. Communication skills. Report writing skills. Problem analysis and analytical thinking. Negotiation skills. Presentation skills. Computer literacy. Team player. Professionalism. Innovation and creativity. Responsiveness. Flexible. Punctuality. Honesty. Interpersonal relations

**DUTIES** : Provide administrative support services to employee grievances. Render administrative support services to employee misconduct cases. Provide labour advisory services and information sharing to employees. Render general administrative support services.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **AGRICULTURAL RESOURCE TECHNICIAN (03 POSTS)**

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

**CENTRE** : Mopani East (**REF NO: LDARD 64/6/2025**) (01 Post)

Waterberg East (**REF NO: LDARD 65/6/2025**) (01 Post)

Capricorn North-Western (**REF NO: LDARD 66/6/2025**) (01 Post)

**REQUIREMENTS** : Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Engineering or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the Engineering Council of South Africa. No experience required. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES, AND SKILLS:** Knowledge in surveying and design of all engineering type of projects (contours, waterways, stock watering systems, irrigation systems, subsurface draining systems, water run off control, conservation farm planning and the design of farm animal housing). Knowledge of spreadsheets, computerized and/or farm planning. Good Labour relations. Good interpersonal skills. Capacity building within communities. Determine the potential of soils for irrigation.

**DUTIES** : Provide technical services in respect of the optimal control, utilization and conservation of agricultural natural resources regarding land care. Planning and design of conservation structures in compliance with environmental and conservation legislation. Implementation of projects (including inter alia projects funded by Land Care and CASP). Execute the prescribed administration of financial aid schemes (e.g. the soil conservation subsidy scheme) regarding the conservation of natural resources and the implementation of norms and standards as prescribed by the National Department of Agriculture. Provide extension services on land care. Keep up to date regarding the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective technical service. Perform administrative and related functions.

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

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.

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

<b><u>POST</u></b>	:	<b><u>LABORATORY TECHNICIAN (REF NO: LDARD 67/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 325,101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Tompoti Selekane College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Excellent interpersonal, communication and negotiation skills. Time management. Report writing skills. Computer skills. Analytical Skills. Attention to details.
<b><u>DUTIES</u></b>	:	Render an analytical laboratory service. Analyze samples (soil, feed, plant, water). Assist with the development of new analytical procedures. Perform all administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>LABORATORY TECHNICIAN: WET AND PHYSICAL (REF NO: LDARD 68/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 325,101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Madzivhandila College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A valid driver's licence (with exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Excellent interpersonal, communication and negotiation skills. Time management. Report writing skills. Computer skills. Analytical Skills. Attention to details.
<b><u>DUTIES</u></b>	:	Render an analytical laboratory service. Analyze samples (soil, feed, plant, water). Assist with the development of new analytical procedures. Perform all administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<u>POST</u>	:	<u>LABORATORY ANALYST (REF NO: LDARD 69/6/2025) (1 POST)</u>
<u>SALARY</u>	:	R 325,101 per annum (Level 07)
<u>CENTRE</u>	:	Tomp Seleka College
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Analytical Chemistry or equivalent appropriate tertiary qualification as recognised by SAQA. Two (2) years post qualification relevant work experience in an analytical laboratory. Current Compulsory registration with SACNASP as a Candidate Certificated Natural Scientist is compulsory. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Good laboratory practice; Strong analytical skills for interpreting data and drawing accurate conclusions, excellent interpersonal, communication and negotiation skills, time management, report writing skills. computer skills, laboratory analytical skills. Ability to handle biological, chemical, or physical samples with precision.
<u>DUTIES</u>	:	Perform precise sample preparation for chemical analysis, ensuring adherence to established protocols to maintain sample integrity. Operate and maintain a variety of laboratory instruments such as spectrophotometers, gas chromatographs, and pH meters, including calibration and troubleshooting. Execute quantitative and qualitative analysis of samples to detect and measure chemical compounds, interpreting results using specialized software. Implement quality control procedures to ensure accuracy and reliability of laboratory tests, including the preparation of standard and reagent solutions. Record and report data from all analyses and experiments in a clear, concise manner, ensuring compliance with laboratory and regulatory standards. Collaborate with cross-functional teams to develop and refine analytical methods, improving efficiency and effectiveness of laboratory operations. Manage the inventory of laboratory supplies and chemicals, ensuring all materials are available and in compliance with safety standards. Conduct environmental monitoring and testing in accordance with regulatory requirements, including the collection and analysis of air, water, and soil samples.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST</u>	:	<u>ARTISAN FOREMAN (REF NO: LDARD 70/6/2025) (1 POST)</u>
<u>SALARY</u>	:	R 382,047 per annum (OSD)
<u>CENTRE</u>	:	Madzivhandila College
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate Trade Test Certificate (Plumbing). Five years post qualification experience as an Artisan. A valid driver's licence (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> <b>Technical:</b> Team leadership. Technical analysis knowledge. Computer-aided Applications. Knowledge of legal compliance. Technical report. Writing. Production,

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

Process. knowledge and skills. **Generic:** Problem solving and Analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and Responsiveness. Communication. Computer skills. Planning and organizing. Conflict Management.

**DUTIES** : Perform and/or supervise technical design, production, operation and maintenance services. Perform administrative and related function. Human and Capital Resource Management. Maintain and advance expertise.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **ARTISAN FOREMAN ((REF NO: LDARD 71/6/2025) (1 POST)**

**SALARY** : R 382,047 per annum (OSD)

**CENTRE** : Mopani District

**REQUIREMENTS** : Grade 12 plus an appropriate Trade Test Certificate (Electrical). Five years post qualification experience as an Artisan. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** **Technical:** Team leadership. Technical analysis knowledge. Computer-aided Applications. Knowledge of legal compliance. Technical report. Writing. Production, Process. knowledge and skills. **Generic:** Problem solving and Analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and Responsiveness. Communication. Computer skills. Planning and organizing. Conflict Management.

**DUTIES** : Perform and/or supervise technical design, production, operation and maintenance services. Perform administrative and related function. Human and Capital Resource Management. Maintain and advance expertise.

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

**POST** : **HUMAN RESOURCE CLERK: HR PROVISIONING AND UTILIZATION (REF NO: LDARD 72/6/2025) (01 POST)**

**SALARY** : R 228,321 per annum (Level 05)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. **KNOWLEDGE, COMPETENCIES, AND SKILLS:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Report writing skills. Communication skills.



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>DUTIES</u></b>	:	Render Human Resource Clerical Services. Handle advertisement of posts, Shortlisting and Interviews. Attend to Transfers, Translations, Secondments and Debt Recoveries. Handle Probationary Appointments of Employees.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>ADMINISTRATION CLERK: STORES (SUPPLY CHAIN AND ASSET MANAGEMENT) (02 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 228,321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Capricorn District ( <b>Ref No: LDARD 73/6/2025</b> ) (1 Post) Waterberg District ( <b>Ref No: LDARD 74/6/2025</b> ) (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Basic knowledge of Supply Chain Duties, Practices as well as the ability to capture data. Operate Computer and collect 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 skills. Planning and Organization. Interpersonal Relations skills. Flexibility Good verbal and written. Teamwork. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Knowledge of Batho Pele Principles
<b><u>DUTIES</u></b>	:	Administer inventory database. Administer capturing of order on Logis System. Receive and issue inventory. Maintain inventory register. Render inventory management clerical services. Control stores and warehouse. Render stocktaking
<b><u>ENQUIRIES</u></b>	:	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 1324
<b><u>POST</u></b>	:	<b><u>SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT (02 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 228,321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Capricorn District ( <b>REF NO: LDARD 75/6/2025</b> ) (01 Post) Vhembe District ( <b>REF NO: LDARD 76/6/2025</b> ) (01 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> 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

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.

**DUTIES** : To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

**ENQUIRIES** : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619  
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.

**POST** : **SUPPLY CHAIN CLERK: PURCHASING MANAGEMENT (REF NO: LDARD 77/6/2025) (01 POST)**

**SALARY** : R 228,321 per annum (Level 05)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. **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. Finance, Bas, PFMA, Dora, Treasury Regulation policies Job Knowledge. Communication Skills. Presentation Skills. Financial Management Skills. Time Management. Computer Skills.

**DUTIES** : Render supply chain management clerical support. Render purchasing clerical support. Render logistical support services.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **SECRETARY: AGRICULTURAL TRAINING SERVICES (REF NO: LDARD 78/6/2025) (01 POST)**

(Twelve months fixed term contract)

**SALARY** : R 228,321 per annum (Level 05)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : Grade 12 certificate with typing as a subject or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. **KNOWLEDGE, COMPETENCIES, AND SKILLS:** Basic knowledge of Clerical administrative work. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

**DUTIES** : To render a secretarial support service to the Director: Agricultural Training Services. Provides a secretarial/receptionist support service to the Director: Agricultural Training Services. Provides a clerical support service to the office of the Director: Agricultural Training Services. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the office of the Director: Agricultural Training Services.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **REGISTRY CLERK: GENERAL RECORDS (REF NO: LDARD 79/6/2025) (01 POST)**

**SALARY** : R 228,321 per annum (Level 05)  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. **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.

**DUTIES** : 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.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **REGISTRY CLERK (REF NO: LDARD 80/6/2025) (01 POST)**

**SALARY** : R 228,321 per annum (Level 05)  
**CENTRE** : Waterberg District  
**REQUIREMENTS** : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. **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.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

	Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<b><u>POST</u></b>	: <b><u>ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT SERVICES (02 POST)</u></b>
<b><u>SALARY</u></b>	: R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	: Capricorn East ( <b>REF NO: LDARD 81/6/2025</b> ) (01 Post) Vhembe Central ( <b>REF NO: LDARD 82/6/2025</b> ) (01 Post)
<b><u>REQUIREMENTS</u></b>	: Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organization.
<b><u>DUTIES</u></b>	: Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<b><u>ENQUIRIES</u></b>	: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<b><u>POST</u></b>	: <b><u>ADMINISTRATIVE CLERK: STUDENT ADMINISTRATION (REF NO: LDARD 83/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	: R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	: Tompi Seleka College
<b><u>REQUIREMENTS</u></b>	: Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> 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 Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skills.



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>DUTIES</u></b>	:	Render administrative support services. Render general clerical support services. Administer Student bursaries. Administer student records. Provision of student catering and housing.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>TRANSPORT CLERK: TRANSPORT (03 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 228,321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane ( <b>Ref No: LDARD 84/6/2025</b> ) (02 Post) Capricorn District ( <b>Ref No: LDARD 85/6/2025</b> ) (01 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. A valid driver's license (with the exception of people with disabilities). <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> 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. Computer literate. Planning and organisation. Good verbal and written communication skills. Team player. Responsiveness. Professionalism. Supportive. Pro-activeness. Willing to work under pressure. Flexibility.
<b><u>DUTIES</u></b>	:	Render Fleet Management Services. Allocation of government vehicles (GG). Process applications for vehicles, (GG and subsidized schemes). Conduct inspection. Facilitate payments of log-sheets for GG and subsidized vehicles.
<b><u>ENQUIRIES</u></b>	:	Head Office: Polokwane: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<b><u>POST</u></b>	:	<b><u>HR CLERK: PERSONNEL ADMINISTRATION (REF NO: LDARD 86/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 228,321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Tompoti Selekane College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> 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.
<b><u>DUTIES</u></b>	:	Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

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.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **HR CLERK: HUMAN RESOURCE SERVICES (REF NO: LDARD 87/6/2025) (01 POST)**

**SALARY** : R 228,321 per annum (Level 05)  
**CENTRE** : Mopani District  
**REQUIREMENTS** : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. **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** : 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.

**ENQUIRIES** : Ms. Malatji MA, Matlou MT, Chaka NS and Hlungwani G Tel No: (015) 811 9837 or (015) 811 1189.

**POST** : **DRIVER/MESSENGER (04 POSTS)**

**SALARY** : R 193,359 per annum (Level 04)  
**CENTRE** : Vhembe District (**Ref No: LDARD 88/6/2025**) (02 Posts)  
Waterberg East (**Ref No: LDARD 89/6/2025**) (01 Post)  
Sekhukhune South Central (**Ref No: LDARD 90/6/2025**) (01 Post)

**REQUIREMENTS** : Grade 10 or equivalent appropriate qualification as recognised by SAQA. Seven (7) - 12 months driving experience. A valid driver's license as well as a PrDP (Goods and Passengers). **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.

**DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

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.

**ENQUIRIES** : Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000  
Vhembe District: Mamburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007  
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324

**POST** : **LABORATORY ASSISTANT (02 POSTS)**

**SALARY** : R 193,359 per annum (Level 04)  
**CENTRE** : Mokopane Laboratory (**Ref No: LDARD 91/6/2025**) (1 Post)  
Makhado Laboratory (**Ref No: LDARD 92/6/2025**) (1 Post)

**REQUIREMENTS** : Grade 12 with maths and science or an equivalent (NQF Level 4) qualification with the same subjects as recognized by SAQA. **KNOWLEDGE, COMPETENCIES AND SKILLS:** Ability to read and write. Interpersonal skills, communication skills, Time management, conflict management. Ability to analyze data.

**DUTIES** : 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. Report all faulty 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** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **AUXILIARY SERVICES OFFICER (REF NO: LDARD 93/6/2025) (1 POST)**

**SALARY** : R 193,359 per annum (Level 04)  
**CENTRE** : Tompi Seleka College  
**REQUIREMENTS** : Basic literacy and numeracy (ABET level 3) or equivalent appropriate qualification as recognised by SAQA. A valid driver's license (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Basic numeracy skills, literacy, operating farm equipment skills. Ability of mixing and applying dip, Ability to handle Livestock. Ability to read and write.

**DUTIES** : Assist with the execution of routine activities in respect of livestock. Assist with the execution of general farm routine activities. Assist with provision of water supply for

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

livestock and caring for equipment's. Assist with the execution of routine activities in respect of farm infrastructure. Perform all administrative and related functions.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST** : **ANIMAL HEALTH ASSISTANT (03 POSTS)**

**SALARY** : R 193,359 per annum (Level 04)

**CENTRE** : Mopani East (**REF NO: LDARD 94/6/2025**) (02 Posts)

Vhembe West (**REF NO: LDARD 95/6/2025**) (01 Post)

**REQUIREMENTS** : Grade 12 or equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. A valid driver's license (with the 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 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.

**POST** : **DRIVER OPERATOR (02 POSTS)**

**SALARY** : R 163,680 per annum (Level 03)

**CENTRE** : Towoomba Research Centre (**REF NO: LDARD 96/6/2025**) (01 Post)

Mara Research Centre (**REF NO: LDARD 97/6/2025**) (01 Post)

**REQUIREMENTS** : Grade 10 or equivalent appropriate qualification as recognised by SAQA. A valid driver's license as well as a PrDP (Goods and Passengers) and an operating certificate. A minimum of Five (5) years' driving and operating specialized equipment experience. **KNOWLEDGE, COMPETENCIES, AND SKILLS:** Knowledge of driving and operating specialized equipment. Communication Skills. Ability to operate the equipment. Ability to read and write. Good eyesight. Teamwork. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>DUTIES</u></b>	:	Operate specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machinery. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-ravelling/shoulder maintenance. Render driving services. Transportation of work teams and materials/equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>LIBRARY ASSISTANT (REF NO: LDARD 98/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 163,680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Tompi Seleka College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognised by SAQA. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Knowledge of Library and information science matters; Prescripts and legislation; Procedures and processes; Departmental financial manuals; Public Finance Management Act and Departmental policy and strategy. <b>Skills and attributes:</b> Organising, Problem solving, Customer care, Good interpersonal relations, Creative thinking, Computer literacy e.g Microsoft Office and internet, Numeracy, Ability to work under pressure, Language proficiency, Communication and Analytic thinking.
<b><u>DUTIES</u></b>	:	Handle the library administrative and support services and information services. Maintain the library collection. Handle administrative support services.
<b><u>ENQUIRIES</u></b>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.
<b><u>POST</u></b>	:	<b><u>WATER PUMP OPERATOR (REF NO: LDARD 99/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 163,680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Madzivhandila College
<b><u>REQUIREMENTS</u></b>	:	Grade 09/ABET level 4 or equivalent appropriate qualification as recognised by SAQA. <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Ability to work with engine pump. Knowledge of Operation of water pump. Assistance of general farm aid duties.
<b><u>DUTIES</u></b>	:	Perform routine duties in respect of crop production. Perform general routine activities. Perform general routine activities in respect of infrastructure. Operating water pump engine.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>POST</u></b>	:	<b><u>HANDYMAN (04 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 163,680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Waterberg District ( <b>Ref No: LDARD 100/6/2025</b> ) (01 Post) Mopani District ( <b>Ref No: LDARD 101/6/2025</b> ) (01 Post) Tomp Seleka College ( <b>Ref No: LDARD 102/6/2025</b> ) (02 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 09/ABET Level 04 or equivalent appropriate qualification as recognised by SAQA. <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> 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
<b><u>DUTIES</u></b>	:	Maintenance of office buildings and furniture. Maintenance of office equipments.
<b><u>ENQUIRIES</u></b>	:	Mopani District: Ms. Malatji MA, Matlou MT, Chaka NS and Hlungwani G Tel No: (015) 811 9837 or (015) 811 1189 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324. Tomp Seleka College: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>TRACTOR DRIVER (03 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 163,680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Towoomba Research Centre ( <b>Ref No: LDARD 103/6/2025</b> ) (02 Posts) Mara Research Centre ( <b>Ref No: LDARD 104/6/2025</b> ) (01 Post) (Re-advertisement, those applied before need to re-apply)
<b><u>REQUIREMENTS</u></b>	:	ABET level 2 or equivalent appropriate qualification as recognised by SAQA. A valid driver's License (Code EC1) with PrDP. A minimum of 01-year appropriate experience. <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Knowledge of Agricultural Equipment. Ability to Operate the Tractor. 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.
<b><u>DUTIES</u></b>	:	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.



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>FARM AID (11 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 138,486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Tompi Seleka College (Ref No: LDARD 105/6/2025) (03 Post) Madzivhandila College (Ref No: LDARD 106/6/2025) (02 Post) Mara Research Centre (Ref No: LDARD 107/6/2025) (02 Post) Towoomba Research Centre (Ref No: LDARD 108/6/2025) (03 Posts) Haartebees (Ref No: LDARD 109/6/2025) (01 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 2 or equivalent appropriate qualification as recognised by SAQA. <b>KNOWLEDGE, COMPETENCIES AND SKILLS:</b> Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Knowledge of various types of farm activities will be an added advantage.
<b><u>DUTIES</u></b>	:	Perform routine activities in respect of crop production. Perform routine activities in respect of livestock. Perform general routine activities. Perform general routine activities in respect of infrastructure
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>GENERAL WORKER (REDLINE GATE/GUARD/FENCE PATROLER (17 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 138,486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Vhembe Far North (Ref No: LDARD 110/6/2025) (08 Posts) Vhembe Central (Ref No: LDARD 111/6/2025) (05 Posts) Vhembe East (Ref No: LDARD 112/6/2025) (03 Posts) Mopani North (Ref No: LDARD 113/6/2025) (01 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 2 or equivalent appropriate qualification as recognized by SAQA. No experience required. <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Basic literacy and numeracy. Able to read and write. Knowledge of security services. Communication Skills. Good interpersonal relations. Report writing.
<b><u>DUTIES</u></b>	:	To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate all product listed in (ii) above. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

<b><u>ENQUIRIES</u></b>	:	with the Animal Health Technician for inspection. Keep records. Keep permits register. Keep register for quarantined animals. Keep register for vehicle movement. Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Mopani District: Ms. Malatji MA, Matlou MT, Chaka NS and Hlungwani G Tel No: (015) 811 9837 or (015) 811 1189
<b><u>POST</u></b>	:	<b><u>GROUNDSMAN: FARM MANAGEMENT (REF NO: LDARD 114/6/2025) (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R 138,486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Towoomba Research Centre
<b><u>REQUIREMENTS</u></b>	:	ABET Level 2 or equivalent appropriate qualification as recognised by SAQA. No experience required. <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> Able to read and write; Knowledge of cleaning services; Communication skills; Good interpersonal relations; Report writing skills.
<b><u>DUTIES</u></b>	:	Cleaning of yard. Sweeping. Removing unwanted weeds and shrubs. Removing weeds and papers. Pruning of trees and flowers. Watering of flowers and trees and decoration.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST</u></b>	:	<b><u>GENERAL WORKER (06 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 138,486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Waterberg North (Ref No: LDARD 115/6/2025) (01 Post) Sekhukhune South Central (Ref No: LDARD 116/6/2025) (01 Post) Waterberg South Central (Ref No: LDARD 117/6/2025) (01 Post) Waterberg North (Ref No: LDARD 118/6/2025) (01 Post) Vhembe East (Ref No: LDARD 119/6/2025) (01 Post) Mopani District (Ref No: LDARD 120/6/2025) (01 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 2 or equivalent appropriate qualification as recognised by SAQA. <b>KNOWLEDGE, COMPETENCIES, AND SKILLS:</b> 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.



## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.

Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.

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

Mopani District: Ms. Malatji MA, Matlou MT, Chaka NS and Hlungwani G Tel No: (015) 811 9837 or (015) 811 1189

**POST** : **CLEANER (11 POSTS)**

**SALARY** : R 138,486 per annum (Level 02)

**CENTRE** : Waterberg District (Ref No: LDARD 121/6/2025) (02 Posts)  
Vhembe East (Ref No: LDARD 122/6/2025) (01 Post)  
Vhembe District (Ref No: LDARD 123/6/2025) (01 Post)  
Vhembe Far North (Ref No: LDARD 124/6/2025) (01 Post)  
Waterberg South Central (Ref No: LDARD 125/6/2025) (01 Post)  
Capricorn Northwestern (Ref No: LDARD 126/6/2025) (01 Post)  
Mopani District (Ref No: LDARD 127/6/2025) (02 Posts)  
Mopani East (Ref No: LDARD 128/6/2025) (01 Post)  
Sekhukhune District (Ref No: LDARD 129/6/2025) (01 Post)

**REQUIREMENTS** : Grade 10 or equivalent appropriate 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.

**DUTIES** : 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.

**ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.  
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.  
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619.

**DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 27 OF 2025.**

Mopani District: Ms. Malatji MA, Matlou MT, Chaka NS and Hlungwani G Tel No: (015) 811 9837 or (015) 811 1189

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