



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

**TO: MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT, DEPUTY DIRECTOR GENERAL, CHIEF DIRECTORS,
DIRECTORS AND ALL STAFF**

IDENTICAL CIRCULAR No. 1 of 2019

The contents of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay irrespective if they are not at their normal places of duty.

DIRECTIONS TO APPLICANTS

Applications for the following posts must be submitted on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV with at least two referees. Certified copies (Not copies of certified copies) of **all educational qualifications including Matric Certificate** and supporting documents (Identity documents, Drivers Licence etc.) must also be submitted with your application. Applications must be submitted on or before the closing date.

NB: Late, faxed or e-mailed applications will not be accepted.

NOTE: All applications must quote the correct reference and post numbers and if more than one post is being applied for, **separate applications are required**. It will be required of the successful candidate to undergo an appropriate security clearance. Applicants must please note that they will be required to show proof of original qualifications during selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. **Applications will not be acknowledged, due to the large volume of applications received, and should you not receive a response within 60 days, kindly consider your application unsuccessful.** Applications to be submitted (posted or hand delivered) to the following address:-

Applications must be submitted to the **prescribed office** (posted or hand delivered) to the attention of the Acting Head of Department as follows:

All reference numbers must be submitted to the prescribed address as follows

SSC	CED	NSC
South Service Centre	Cedara	North Service Centre
Private Bag X 6005	Private Bag X9059	Private Bag X 1048
Hilton	Pietermaritzburg	Richards Bay
3245	3200	3900

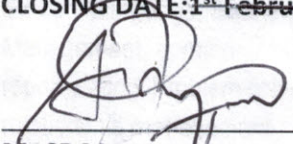
APPLICATIONS SENT TO THE INCORRECT CENTRE WILL NOT BE ACCEPTED

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF CANDIDATES.

The Department of Agriculture Rural Development is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of representative. "The Department supports people with disabilities"

The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.
Copy of advertisement attached.

CLOSING DATE: 1st February 2019
1st MARCH 2019


Mr SP Myeza
Acting Head of Department

23/01/2019
Date

Post : Deputy Director General: Corporate Services

Ref No : Ced01/2019

Centre : Cedara Head Office

Salary Level : 15

SMS Package: R1446 378 p.a. An all-inclusive salary package (**level 15**) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subject to security clearance and is required to disclose financial interests.

Requirements: • A post graduate Diploma in Human Resource Management/ Public Administration (NQF 8) and a valid Driver's Licence. •**Experience:** 8-10 years Senior Management experience in a corporate/ administration environment. •**Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, MISS, Project Management principles, Millennium Development Goals, Social Dynamics of KZN Communities, National and Provincial Practice Notes, PAIA, Service Delivery Frameworks, Treasury Regulations, Provincial Growth and Development Plan, NDP. Promotion of Equality and Prevention of unfair Discrimination, National and International outlook, OHS Act, Skill Development Act • **Skills:** Language, listening, Interpersonal relations, Computer literacy, Leadership, Time management, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing, Problem solving, self-discipline and ability to work under pressure. Strategic planning, financial management, relationship management presentation and decision-making skills.

Key Performance Areas: Provide strategic leadership to the Branch; ensure the achievement of strategic objectives and key performance targets of the Branch and manage the development of measurable inputs, outputs and outcome indicators for the implementation of departmental policies. Manage human resource management and development services; provide effective and efficient human resource support, provide human resource development, provide and promote employee relations, ensure the provision of management advisory services and ensure employee health and wellness. Manage business support services, which include Information communication technology, communication services, minor works and integrated planning, policy monitoring and evaluation. Manage legal services; ensure the provision of legal support, monitor the departmental participation in the municipal IDP process, manage stakeholder relations and ensure establishment of structure and institutions to promote IGR. Manage resources of the Branch.

Enquiries Mr SP Myeza Tel: 033 3559 108

Post : Chief Director: Business Support

Ref No : Ced 02/2019

Centre : Cedara Head Office

Salary Level: 14

SMS Package: R1189 338 p.a. An all-inclusive salary package (**level 14**) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subject to security clearance and is required to disclose financial interests

Requirements: A Bachelor's Degree in Public Management/ Administration (NQF 7) and a valid Driver's Licence. **Experience:** 5 years' relevant experience at Senior Management Level • **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Project Management principles, National Skills Development, National and Provincial Practice Notes, PAIA, Service Delivery Frameworks, SCM Practices and Procedures, National Skills Accord, NDP. Promotion of Equality and Prevention of unfair Discrimination, Criminal Procedure Act, KZN Citizen' Charter and knowledge of Security Management • **Skills:** Language, listening, Interpersonal relations, Computer literacy, Organizational development, Leadership, Business Management, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing, Problem solving, self-discipline and ability to work under pressure. People Management, financial management, relationship management presentation and decision-making skills.

Key Performance Areas: Provide strategic leadership, advice and guidance to the Chief Directorate i.e. ensure the development of effective strategy for the implementation of Business Support policy and plan; participate in Provincial Department and National relevant strategic planning initiatives and provide expert advice and guidance to Senior Management

with regards to Business Support Services. Manage information communication technology (ICT) strategy and operations; Manage communication services; Manage integrated planning, policy, monitoring and evaluation; facilitate strategic planning, performance monitoring and reporting, ensure the implementation of Batho Pele Programme. Manage the provisions of security services as well as minor works, auxiliary and records management. Ensure strategy development for the Branch and manage the resources of the Chief Directorate.

Enquiries : **Ms INN Zwane** **Tel: 033 3559 623**

Post : **Chief Financial Officer**

Ref No : **CED 03/2019**

Centre : **Cedara Head Office**

Salary Level : **14**

SMS Package: **R1189 338 p.a.** An all-inclusive salary package (**level 14**) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duties. The successful candidate will be subject to security clearance and is required to disclose financial interests

Requirements: A Degree in Accounting/ Financial Management or Administration (NQF7) and a valid Driver's Licence.

Experience: 5 years' experience at a senior management level in a financial management environment • **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDS, BCEA, Project Management principles, National Skills Development, National and Provincial Practice Notes, PAIA, Service Delivery Frameworks, SCM Practices and Procedures, National Skills Accord, NDP. Promotion of Equality and Prevention of unfair Discrimination, Criminal Procedure Act, KZN Citizen' Charter and knowledge of Security Management • **Skills:** Language, listening, Interpersonal relations, Computer literacy, Organizational development, Leadership, Business Management, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing, Problem solving, self-discipline and ability to work under pressure. People Management, financial management, relationship management presentation and decision-making skills.

Key Performance Areas: Provide strategic direction to the Chief Directorate which would include participation at the Provincial and National strategic planning, departmental corporate governance for decision-making (MANCO, EXCO etc.). Manage strategic provision of financial management accounting services. Manage strategic provision of supply chain and asset management services; Coordinate management of Internal Control; establish and maintain appropriate systems and policies to ensure effective internal control in accordance with legal regulatory prescripts and facilitate the implementation of norms and standards where applicable. Manage the resources of the Chief Directorate.

Enquiries : **Mr SP Myeza** **Tel: 033 3559 108**

Post : **Chief Director: Veterinary Services**

Ref No : **CED 04/2019**

Centre : **Cedara-Head Office**

Salary Level : **14**

SMS Package: **R1189 338 p.a.** An all-inclusive salary package (**level 14**) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duties. The successful candidate will be subject to security clearance and is required to disclose financial interests

Requirements: • A Bachelor of Veterinary Medicine and Surgery (BVMCH) plus proof of registration with South African Veterinary Council of South Africa (SAVC). •**Experience:** 5 years senior management experience in the field of veterinary services. • **Knowledge:** Applicable relevant and regulatory requirements (e.g. Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Medicine and Related Substance Control Act, 101 of 1965, Animal Identification Act, 6 of 2002, Veterinary and Para –Veterinary Professions Act, 1962, Livestock Improvement Act, 2 of 1997, Animal Protection Act, 71 of 1961, Performing Animal Protection Act, 24 of 1935, Strategy and Policy Development, RSA Constitution, PSA, PFMA, PSR, LRA, EPMDS, BCEA, Community Development, Project Management, PAIA, Service

Delivery Frameworks, Provincial Growth and Development Plan, NDP. • **Skills:** Interpersonal relations, Computer literacy, Leadership, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing, innovation, financial management, Diplomacy, protocol, dispute resolution, time management, strategic planning, and people management.

Key Performance Areas: Manage the provisions of Animal Health, ensure the provision of export/import certification; ensure coordination of dip tank rehabilitation; maintain, coordinate and enforce disease control initiatives. Manage the provisions of Veterinary Support Services as well as manage the provision of Veterinary Laboratory and Epidemiology Services. Ensure Veterinary Services performance in accordance with the highest internationally acceptable zoo-sanitary standards. Coordinate the reporting of disease to/from National Department of Agriculture and World Organization for Health (OIE) and participate in the cross functional approach to agricultural development steering committee. Manage the development of strategies and policies and its implementation in accordance to agreed norms and standards and manage the implementation of National, Provincial and Departmental frameworks. Manage the utilization of resources.

Enquiries **Mr MM Sifundza** **Tel: 033 355 9112**

Post : **Director: Engineering Services – Re-advertisement**

Ref No : **Ced 05/2019**

Centre : **Cedara Head Office**

Salary Level : **13**

SMS Package: **R1005 063 p.a. An all-inclusive salary package (level 13) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duties. The successful candidate will be subject to security clearance and is required to disclose financial interest.**

Requirements: A BSc. Degree or a B-Tech in Engineering (NQF Level 7) and a valid driver's licence. **Experience:** 5 years Middle Management (MMS) experience in an engineering environment. **Knowledge:** Sound knowledge of RSA Constitution, PFMA, Treasury Regulations, LRA, OHS Act, Environmental Conservation Act, National Environmental Management Act, Engineering Professions Act, EPMDS, SANS 1200, the Standardized Specifications for Civil Engineering Construction, Agricultural Policy Action Plan, Provincial Growth and Development Plan, Project Management Principles and NDP. **Skills:** Excellent communication, (written and verbal), innovative, good interpersonal relations, policy analysis and development skills and report writing.

Key Performance Areas: Manage specialised agricultural engineering services, manage design of soil conservation structures and oversee the development of engineering norms and standards. Coordinate professional development and compliance; oversee professional development and registration of Candidate engineers with ECSA and coordinate adherence to occupational Health and Safety standards by project implementers. Coordinate District support services. Manage the dissemination of norms, standards, design and other technical information. Manage soil conservation and land care services; manage the development and implementation of policies. Manage the resources of the directorate.

Enquiries **Mr MM Sifundza** **Tel: 033 355 9112**

Post : **Chief Engineer (1 Post) – Re-advertisement**

Ref. No : **Ced 06/2019**

Centre : **Head Office**

Grade : **A**

Salary : **R 991 281 (All- Inclusive remuneration package) to be determined according to years of experience in line with OSD.**

Requirements: B Engineering/ BSc Engineering Degree and a valid driver's licence. Compulsory registration with ECSA as a Professional Engineer and proof thereof. **Experience:** Six (6) years relevant post qualification experience as a registered professional engineer (Agricultural, Mechanical or Civil). **Knowledge:** Sound knowledge of site investigation, survey, construction supervision, PFMA; OHS Act; Relevant legislation standards; SABS standards. Knowledge of Water

Resource Infrastructure and Management, Water Act and Soil Conservation Act. **Skills:** Problems solving, planning and design, supervision and self-management. Good communication (written/verbal), must be client focused and responsive. Computer literacy (MS Office, CAD, GPS survey). People management and empowerment; Budgeting and monitoring and evaluation; Good organizing; Ability to work independently, under pressure and up normal hours; Good interpersonal relations; Accuracy and attention to details.

Key Performance Areas: To provide leadership and support by applying engineering principles and techniques to address engineering challenges through research and development by following an approved CPD program for continued professional registration purposes. To perform and manage all aspects of varied innovative and complex engineering activities that results in progress in technology and agricultural engineering applications. Manage the Professional Engineering Services Unit to provide high-level technical expertise and support to line function staff. To render implementation of projects; enquiries and provide technical engineering advice and services to farmers

Enquiries **Mr MM Sifundza** **Tel: 033 3559 112**

Post: : **Deputy Director: HR Administration**
Ref No : **NSC 01 /2019**
Centre : **North Service Centre**
Salary Level: **11**
Salary : **R697 011 (all-inclusive MMS package) p.a**

Requirements: National Diploma / Degree in Human Resource Management/ Public Administration and a valid driver's licence. **Experience:** 3-5 years junior management experience in Human Resources Administration environment. **Knowledge:** RSA Constitution, PSA, PSR, LRA, PFMA, EPMDS, BCEA, Treasury Regulations, Practice Notes in the Public Service, PERSAL, HR Related policies. **Skills:** Presentation skills, Analytical thinking, Interpersonal relations, Computer Literacy, Strategic Planning skills, Organisational skills, Research skills, Financial management skills, Time management, Report writing skills, Problem solving skills, Communication (written/verbal), ability to work under pressure with minimum supervision, Leadership, Project management skills, People management skills,

Key Performance Areas: Manage recruitment and selection services. Manage conditions of services. Manage salary administration services. Develop policies and procedure's aimed at improving service delivery; manage the resources allocated.

Enquiries **Mr LD Madondo** **Tel: 033 343 8070**

Post : **Assistant Director: Performance Management**
Ref No : **NSC 02 /2019**
Centre : **North Service Centre**
Salary Level: **09**
Salary : **R356 289 p.a**

Requirements: • A National Diploma/ Bachelor's Degree in Human Resource Management/Development or equivalent qualification and a valid driver's licence. **Experience:** 3 year's administrative/ supervisory experience in a Human Resource Management/ Development environment. **Knowledge:** PFMA, PSR, PSA, LRA, Polices and procedures pertaining to HRD field in particular performance management, **Skills:** Problem solving, time management, training and development, decision-making, communication (written/ verbal), Computer Literacy, Interpersonal skills and presentation skills.

Key Performance Areas: Administer performance planning processes and procedures. Administer performance reviews/ assessments. Administer the implementation of probation processes. Monitor and evaluate the effective implementation of performance management processes and procedures. Manage the resources of the section.

Enquiries **Mr CB Sibiya** **Tel: 033 3559 249**

Post : Deputy Director: Financial Accounting Services
Ref No : NSC 03 /2019
Centre : North Service Centre
Salary Level: 11
Salary : R697 011 (all-inclusive MMS package) p.a

Requirements: • A National Diploma/ Degree in Financial Management/Accounting. **Experience:** A Minimum of 3 years junior management experience in Financial Management in Public Sector and a valid driver's licence. **Knowledge:** PFMA, Treasury Regulations, National and Provincial Treasury Instruction notes, Division of Revenue Act, PSR, PSA, PAIA, LRA, Bas, Persal, Logis, Service Delivery Principles (Batho Pele) Public Service Code of Conduct. **Skills** Financial Management, Advanced Computer Skills in MS Office Suite, Numeric and Mathematical accuracy, Analytical and accounting skills, Leadership, Management, Strategic Planning and organizing, Project planning and management, Report writing , Excellent Communication skills(written/ verbal), Interpersonal skills, Time management, Research skills, Problem solving, Change management, and conflict management.

Key Performance Areas: Manage the provision of financial management support services to districts. Provide creditor management services and administration of payments. Perform effective voucher control and loss control functions. Manage the provision of effective and efficient salary administration and payroll control services in liaison with Head Office. Compile accurate monthly and quarterly reports on all financial aspects. Develop financial policies and provide inputs to strategies aimed at improving service delivery. Manage the resources allocated to the service centre and provide inputs to budget requirements.

Enquiries Ms J Joshua Tel: 033 343 8248

Post: : Deputy Director: Administration Support
Ref No : SSC 01 /2019
Centre : HOD Support: Cedara
Salary Level: 11
Salary : R697 011 (all-inclusive MMS package) p.a

Requirements: • National Diploma / Degree in Public Administration/ Management or equivalent qualifications and a valid driver's licence. **Experience:** 3-5 years junior management experience in Public Administration/ Intergovernmental Relations **Knowledge:** RSA Constitution, PSA, PSR, LRA, PFMA, EPMDs, BCEA, Public Finance Management Act, Labour Relations Act, Intergovernmental Relations Framework Act, Project management principles, SCM practices and procedures, Treasury Regulations. **Skills:** Presentation skills, Analytical thinking, Interpersonal relations, Computer Literacy, Strategic Planning skills, Organisational skills, Research skills, Financial management skills, Time management, Report writing skills, Problem solving skills, Communication (written/verbal), ability to work under pressure with minimum supervision, Leadership, Project management skills, People management skills, Relationship Management, Decision Making, Diplomacy, protocol,.

Key Performance Areas: Manage and coordinate administrative support in the office of the HOD. Develop, implement and maintain administrative systems and procedures in the office of the HOD. Coordinate the maintenance of stakeholder relationships. Provide guidance for the department's international engagements in line with existing protocols. Develop policies and strategies aimed at improving service delivery. Manage the resources of the sub directorate.

Enquiries Ms BB Xulu Tel: 033 3438254

Post: : Deputy Director: Operational Coordination Support

Ref No : SSC 02 /2019

Centre : HOD Support: Cedara

Salary Level: 11

Salary : R697 011 (all-inclusive MMS package) p.a

Requirements: • National Diploma / Degree in Public Administration/ Management/ Intergovernmental Relations and a valid driver's licence. **Experience:** 3-5 years' junior management experience in the public management environment.

Knowledge RSA Constitution, PSA, PSR, PFMA, LRA, Intergovernmental Relations Framework, EPMDs, BCEA, community development, Project management principles, National and Provincial Practice Notes, SCM Practices and procedures, NDP, Youth Employment Accord, Provincial Growth and Development Plan, Treasury Regulations, Ministerial Handbook, Protocol Manual of South Africa, Trade, Marketing, Economics **Skills:** Presentation skills, analytical thinking, interpersonal relations, Computer Literacy, planning and organizing, research skills, financial management, report writing, problem solving skills, communication (written/verbal). Self-disciplined and ability to work under pressure with minimum supervision, Leadership Decision Making, Diplomacy, protocol, Trade and Marketing, Economics

Key Performance Areas: Facilitate and manage strategic support within the Office of the HOD its special projects, etc. Manage the development of strategies and programs. Render advice and guidance to the Head of Department its agricultural initiatives and projects. Liaise with internal and external stakeholders. Manage Resources of the Sub-directorate.

Enquiries Ms BB Xulu Tel: 033 3438254

Post : Senior Administration Officer: HOD Executive Support

Ref No : SSC 03 /2019

Centre : Cedara

Salary Level: 08

Salary : R299 709 p.a

Requirements: A National Diploma or Degree in Public Management/ Administration or equivalent qualifications and a valid driver's licence. **Experience:** 3 year's administrative experience in the Public Management environment. **Knowledge:** RSA Constitution, PSA, PSA, PFMA, LRA, Intergovernmental Relations Framework, EPMDs, BCEA, Project Management principles, National and Provincial Practice Notes, SCM Practices and procedures, Treasury Regulations and Ministerial Handbook. **Skills:** Computer Literacy, Communication skills (written/verbal) Financial Management, planning and organizing, research skill and time management.

Key Performance Areas: Provide office support services. Maintain and update records management for the office of the HOD. Provide input into policy development and administer the reception for the HOD's office. Manage the resources allocated.

Enquiries Ms BB Xulu Tel: 033 3438254

Post : Deputy Director: Organizational Development Service

Ref No : SSC 04 /2019

Centre : Cedara

Salary Level: 11

Salary : R697 011 (all-inclusive MMS package) p.a

Requirements: NQF 6/7 National Diploma/Degree in Production Management/Operations Management/Management Services plus a Certificate in Job Evaluation Or NQF 6/7 Administration National Diploma/Degree plus Certificates in Management Services and Job Evaluation and a valid driver's license. **Experience:** At least 3 years' junior management experience in a job evaluation and organizational development environment. **Knowledge:** PSR, PSA, PAIA, LRA, Project Management principles, EPMDs, BCEA, compilation of JD's, Work-study principles, provincial/ Departmental JE policies, norms and stds, cost benefits analysis, HR practices. **Skills:** Analytical thinking, Computer literacy, presentation skills,

communication (written/verbal), Interviewing, report writing, conflict resolution, problem solving, decision making, financial management, leadership skills, Policy analysis and development.

Key Performance Areas: Manage the Department's Organisational Design process. Manage and co-ordinate business process mapping. Manage job evaluation / job profiling processes. Ensure provisioning of advice and guidance on queries and policy matters. Manage resources of the Sub-directorate.

Enquiries **Mr AP Hitge** **Tel: 033 355 9654**

Post : **Chief Work Study Analyst**
Ref No : **SSC05 /2019**
Centre : **Cedara – Head Office**
Salary Level: **09**
Salary : **R356 359 p.a**

Requirements: NQF 6/7 National Diploma/Degree in Production Management/Operations Management/Management Services plus a Certificate in Job Evaluation Or NQF 6/7 Administration National Diploma/Degree plus Certificates in Management Services and Job Evaluation and a valid driver's licence. **Experience:** 3 years' experience in an OD and JE environment. **Knowledge:** RSA Constitution, PSA, Provincial/ Departmental JE Policies, Provincial OD Policy, EPMDs, LRA, BCEA, PFMA, Cost benefits analysis, Work-study principles and techniques, Business process re-engineering, JE process, evaluations system. **Skills:** Project Management, decision making, problem solving, Computer Literacy, communication (written/ verbal), policy analysis and development, organizational skills and be able to work under pressure.

Key Performance Areas: Ensure the development and maintenance of departmental organogram/s. Ensure the evaluation of jobs and the development of job descriptions. Ensure the provision of business process re-engineering services. Provide advice and guidance on Organizational Design/ Job Evaluation queries. Provide advice and guidance and input into policy development & review.

Enquiries **Mr AP Hitge** **Tel: 033 355 9654**

Post : **HR Officer Supervisor- Establishment Control**
Ref No : **SSC 06 / 2019**
Centre : **Cedara**
Salary Level: **07**
Salary : **R242 475 p.a**

Requirements: Grade 12 with a PERSAL Establishment Course certificate and a valid driver's licence. **Experience:** • 3-5 years' relevant experience within the Human Resources Management. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, EPMDs, BCEA, National and Provincial Practice Notes, Batho Pele Principles, COIDA, EE, Electronic communication and transactions Act; DPSA Public Service Handbook on the functionality of PERSAL; **Skills:** Presentation skills, Analytical thinking, Interpersonal relations, Computer Literacy, Supervisory skills, report writing skills, Problem solving skills, communication (written/verbal), conflict management skills, ability to work under pressure with minimum supervision.

Key Performance Areas: Administer the organizational structure on PERSAL through the creation and maintenance of posts; and ensure linkages of BAS & PERSAL etc. Administer Staff Establishment on PERSAL and conduct quarterly establishment audits. Ensure PERSAL Clean-up and report accordingly. Ensure the capturing of Job Evaluation data on PERSAL as well as the supervision of staff and allocated resources.

Enquiries : **Ms S Reddy** **Tel: 033 343 8050**

Post : Assistant Director: Acquisition Services
Ref No : SSC 07 /2019
Centre : South Service Centre
Salary Level: 09
Salary : R356 289 p.a

Requirements: A Degree or National Diploma in Supply Chain Management and a valid driver's licence. **Experience:** A minimum of 3 year's supervisory experience in Supply Chain Management field **Knowledge:** RSA Constitution, PSA, PSR, EPMSD, BCEA, KZN Provincial Supply Chain policy framework, SCM policies and procedures, PAIA, National and Provincial Treasury regulations, PPP framework, CSD. **Skills:** communication (written/ verbal), computer Literacy, planning and organizing, time management, research skills, project planning, public participation, problem solving, presentation and supervisory skills.

Key Performance Areas: Monitor received request memo; Administer invitation of suppliers. Manage evaluation of quotations from service providers. Provide advice, guidance and inputs into policies and procedures. Manage the resources allocated

Enquiries Ms PMM Nxumalo Tel: 033 343 8356

Post : Deputy Director: Planning, Performance Monitoring and Reporting
Ref No : SSC 08/2019
Centre : Cedara
Salary Level: 11
Salary : R697 011 (all-inclusive MMS package) p.a

Requirements: National Diploma or Bachelor's Degree in Social Sciences / Public Policy / Public Management / Public Administration / M&E / Development Studies and a valid driver's licence. **Experience:** A minimum of 3 years' experience in junior management experience in Strategic Planning; Policy, Monitoring and Evaluation environment. **Knowledge:** RSA Constitution, PFMA, Treasury Regulation, Government Wide Monitoring and Evaluation Framework, KZN Citizens Charter, Batho Pele Handbook, PSR, PSA, PAIA, LRA, SDA. NDP, PDGP, National Treasury frameworks on managing performance. Monitoring and evaluation systems. **Skills:** Analysis, Communication (written and verbal), Computer skills, Report writing, Language skills, Innovative and creative, Interpersonal skills, ,Planning and organizing skills, Research skills, Time management, Change management, Facilitation, Presentation, Leadership, Conflict resolution , Decision making, Financial management, Strategic planning, Project planning, Public Participation, Relationship management.

Key Performance Areas: Coordinate Strategic Planning in the Department. Facilitate Department's performance monitoring. Facilitate performance information reporting. Manage performance information audits. Manage the resources of the sub-directorate

Enquiries Mr TW Mkhize Tel: 033 355 9446

Post : Assistant Director: Batho Pele
Ref No : SSC 09 /2019
Centre : Cedara
Salary Level: 09
Salary : R356 289 p.a

Requirements: • A National Diploma or Bachelor's Degree in Public Management/ Administration/ Human Resource Management and a valid driver's licence. **Experience:** 3-5 year's administration experience within a service delivery environment. **Knowledge:** White paper on Transforming Public Service Delivery (Batho Pele), Batho Pele Handbook, KZN Citizens Charter, PSR, PSA, PAIA, LRA, SDA, NDP, Provincial Growth and Development Plan, National Treasury frameworks on managing performance, Change management and monitoring and Evaluation systems. **Skills:** Analysis, Communication

(written/ verbal) Computer Literacy, Report writing, Language, innovative and creative, Interpersonal skills, Planning and organizing, time management, research skills, project planning, public participation.

Key Performance Areas: Coordinate the development of Service Delivery improvement plans. Coordinate Batho Pele Revitalization Strategy initiatives. Provide advice and input to policy. Monitor and report on service delivery initiatives. Supervise resources.

Enquiries **Ms L Mohamed** **Tel: 033 343 8150**

Post : **Senior Admin Officer: Integrated Planning, Policy, Monitoring and Evaluation**
Ref No : **SSC10/2019**
Centre : **Cedara**
Salary Level: **08**
Salary : **R299 709 p.a**

Requirements: National Diploma or Bachelor's Degree in Social Sciences / Public Policy / Public Administration / M&E/ Development Studies and a valid driver's licence. **Experience:** A minimum of 3 years' administration in strategic planning and monitoring and evaluation environment. **Knowledge:** RSA Constitution, PFMA, Treasury Regulation, Government Wide Monitoring and Evaluation Framework, KZN Citizens Charter, Batho Pele Handbook, PSR, PSA, PAIA, LRA, SDA. NDP, PDGP, National Treasury frameworks on managing performance. Monitoring and evaluation systems. **Skills:** Analysis, Communication (written and verbal), Computer Literacy, Report writing, Language skills, Innovative and creative, Interpersonal skills, Planning and organizing skills, Research skills, Time management, Project planning, Public Participation, Relationship management

Key Performance Areas: Coordinate Strategic Planning in the Department. Provide support to monitoring of Department performance. Provide support to performance information reporting. Provide support in the management of performance information audits. Render administrative support services for sub-directorate

Enquiries **Mr TW Mkhize** **Tel: 033 355 9446**

Post : **Deputy Director: Executive Support: Agricultural Services**
Ref No : **SSC 11 /2019**
Centre : **Cedara**
Salary Level : **11**
MMS Package: **697 011 (all-inclusive MMS package) pa**

Requirements: A Degree/ Advanced Diploma in Public Management/ Administration (NQF 7) and a valid driver's licence. **Experience:** A minimum of 3 years' junior management experience in an executive environment. **Knowledge:** RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, Financial Management, Intergovernmental Relations Framework ,BCEA, LRA, PAIA, EPMDS, Community Development, National and Provincial practice notes, SCM practices and procedure, Project Management Principles and Intergovernmental matters. **Skills:** Excellent communication, (written and verbal), innovative, good interpersonal relations, professionalism, time frame driven, decision making, statistical, planning, presentation, analytic thinking, research, financial management, problem solving, report writing and be able to work under pressure.

Key Performance Areas: Manage executive administrative support services; draft projects plans, analyze information and compile complex documents for the Chief Director. Manage executive financial support services; analyze interpret and compile monthly expenditure reports. Provide financial support to responsibility managers and ensure the compilation and consolidation of budget for the branch. Coordinate the provisions of executive secretariat support; ensure the implementation

of resolutions taken and liaison with the various internal and external stakeholders. Ensure compliance with the reporting requirements of the Chief Directorate.

Enquiries : **Mr ZN Dlamini** **033 3559 229**

Post : **Project Administration Officer – Project Office (3 posts)**

Ref No : **SSC12 /2019**

Centre : **Cedara**

Salary Level: **08**

Salary : **R299 709 p.a**

Requirements: • A National Diploma / Bachelor's Degree in Public Administration and a valid driver's licence. **Experience:** 1-2 years' experience in a project/ administration environment. **Knowledge:** RSA Constitution, PFMA, White Paper on Agriculture for KZN, Norms and Standards for extension and Advisory services. Strategy for Agrarian Transformation in KZN, Agricultural Policy Plan, Agricultural Development Policy for KZN, NDP, Handbook, PSR, PSA, PAIA, LRA, SDA, NDP, PGDP, **Skills:** Analysis, Communication (written/ verbal) Computer Literacy, innovative and creative, Interpersonal skills, Planning and organizing, time management, research skills, project planning, public participation.

Key Performance Areas: Provide administrative support to the implementation of projects. Participate in the Steering Committee meetings. Assist in monitoring and report on the projects. Provide advice and guidance and inputs to policy. Perform all administrative and related functions.

Enquiries : **Mr BSG Zondi** **Tel: 033 343 9229**

Post : **Engineering Technician (5 posts) – (Re-advertisement)**

Grade : **A-C**

Salary : **R293 652 pa (to be determined according to experience in line with OSD)**

Ref. No : **NSC 04/2019**

Centre (1) : **North Service Centre (2 posts: Umzinyathi, UMkhanyakude)**

Ref. No : **SSC 13/2019**

Centre (2) : **South Service Centre (3 posts: Ilembe; UGu; UMGungundlovu)**

Requirements: A National Diploma in Engineering and a valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician and proof thereof. **Experience:** three (3) years post qualification technical engineering experience (Agricultural, Civil or Mechanical) **Knowledge:** sound knowledge of project management, technical design and analysis, research and development. **Skills:** Problems solving, planning and analysis, decision making, team work, creativity, communication (written/verbal), people management, customer focus and responsive and be computer literacy, planning and organising skills.

Key Performance Areas: To render technical services and support in engineering research. Planning, design and implementation of engineering projects and new systems to solve problems and improve efficiency in one or more of the following fields of agricultural engineering: irrigation & water supply; mechanization; farm structures; animal handling facilities; soil conservation; food processing and energy. Implementation of cost effective solutions according to departmental standards. Application of existing design manuals, standard drawings and procedures. Promotion of safety in line with statutory and regulatory requirements. Reporting on service delivery and adherence to administrative procedures and regulations. Self-development in terms of keeping up to date with new technologies and procedures.

Enquiries : **Mr ME Thekiso** **Tel: 033 – 3559 457**

Post : **Scientific Manager: Grass & Forage Science Research Services**
Ref No. : **SSC 14 /2019**
Centre : **Cedara**
Grade : **A**
MMS Package: **R854 154 p.a (All- Inclusive remuneration package to be determined according to years of experience in line with OSD)**

Requirements: MSc. Degree or relevant qualification (major in Grass & Forage) plus compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof and a valid driver's licence. **Experience:** 6 years relevant post qualification scientific experience. **Knowledge:** Sound understanding of agricultural research methodologies and application of practices and techniques of field expertise. **Skills:** Analytic skills and data analysis, scientific methodology and models, research and development, scientific editing and reviewing, Policy development and analysis; presentation skills; Programme and Project management, Scientific methodologies and models, grass & forage management. Computer aided scientific applications, decision-making, teamwork, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.

Key Performance Areas: Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction. Lead, coordinate and develop scientific models and regulatory framework. Research and develop to lead, coordinate and conduct basic and applied research or knowledge application. Financial management; allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and asset management. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Facilitate and liaise with structures/stakeholders on scientific matters.

Enquiries **Dr JF de Villiers** **Tel: 033 355 9258 or 033 3559247**

Post : **Professional Scientist: Livestock Research**
Ref No. : **SSC 15 /2019**
Centre : **Cedara**
Grade : **A-C**
Salary : **R 585 366 p.a (All- Inclusive remuneration package to be determined according to years of experience in line with OSD)**

Requirements: A 4-year BSc. or BSc Honours Animal Science Degree plus compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof and a valid driver's licence. **Experience:** 3 years post qualification scientific experience. **Knowledge:** legal compliance; creating high performance culture; professional judgement; Data analysis; Policy development and analysis; presentation skills; Programme and Project management, Scientific methodologies and models, Research and development, Computer aided scientific applications. **Skills:** Analytic, creativity, decision making, team work, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.

Key Performance Areas: Develop and implement methodologies, policies, systems and procedures with particular reference to livestock research. Perform scientific analysis and regulatory functions; develop and customize scientific models and techniques. Research and development; ensure continuous development to keep abreast with new technologies and procedure and conduct basic and applied research. Liaise with relevant bodies/councils on science related matters. Mentor, train and develop scientists to promote skills/ knowledge transfer and adherence to sound principles and code of practice.

Enquiries **Dr JF de Villiers** **Tel: 033 355 9258 or 033 3559247**

Post : Professional Scientist: Crop Research Services
Ref No. : SSC 16 /2019
Centre : Cedara
Grade : A-C
Salary : R 585 366 p.a (All- Inclusive remuneration package to be determined according to years of experience in line with OSD)

Requirements: A 4-year BSc. Agric/ 3-year BSc with Honours / postgraduate Degree in Plant Pathology or Microbiology (Oyster mushroom production research and scientific publications) as a major and a valid driver's licence. Compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof. **Experience:** (3) years post qualification natural scientific experience. **Knowledge:** legal compliance; creating high performance culture; professional judgement; data analysis; policy development and analysis; presentation skills, programme and project management, scientific methodologies and models, research and development, computer aided scientific applications. **Skills:** Analytic, creativity, decision making, team work, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.

Key Performance Areas: Develop and implement methodologies, policies, systems and procedures with particular reference to mushroom production research. Identify mushroom production constraints and develop appropriate interventions. Continuous professional development to keep abreast with new technologies and procedures. Conduct applied research to generate information and knowledge aimed at developing appropriate technology to address mushroom production constraints in addressing food insecurity. Gather and interpret data statistically and compile scientific papers and technical documents. Dissemination of information through presentation of papers at scientific symposia, congresses, lecturing at short courses and provide specialist advice on mushroom production related matters to Advisory Services and farmers.

Enquiries : Dr S.R. Bezuidenhout Tel: 033 355 9408

Post : Scientific Technician: Livestock Research
Ref No. : SSC 17 /2019
Centre : Cedara
Grade : A-C
Salary : R 293 652 p.a

Requirements: A National Diploma in Agriculture or relevant qualification plus compulsory registration with SACNASP as a certified Natural Scientist and provide proof thereof and a valid driver's licence. **Experience:** 3 years post qualification technical (scientific) experience. **Knowledge:** legal compliance; creating high performance culture; professional judgement; Data analysis; Policy development and analysis; presentation skills; Programme and Project management, Scientific methodologies and models, Research and development, Computer aided scientific applications. **Skills:** Analytic, creativity, decision making, team work, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.

Key Performance Areas: Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice; promote public awareness of scientific activities and develop working relations with client base. Perform technical scientific analysis and regulatory functions; apply the appropriate scientific and technical procedures/ skills to generate information and knowledge. Research and development; Conceptualize and development of scientific equipment. Human capital development; mentor, train and develop candidate research technicians and others to promote skills knowledge transfer and adherence to sound scientific principles and code of practice.

Enquiries : Dr JF de Villiers Tel: 033 355 9258 or 033 3559247

Post : Lecturer: Animal Health
Ref No : NSC 05 /2019
Centre : Owen Sithole Agriculture Training Institute
Salary Level: 08
Salary : R 299 709 p.a

Requirements: A 4-year Bachelor of Agriculture degree or equivalent qualification in Animal Health (NQF 7) and a valid driver's licence. **Experience:** 3 years relevant verifiable experience in Animal Health. **Skills:** Ability to communicate in isiZulu and English (verbal and written), Computer literacy, willingness to travel extensively even outside of KZN, work afterhours, weekends and public holidays.

Key Performance Areas: Develop and review courses and programme material. Lecture both theory and practical to students and learners for the Diploma and other college programmes, primarily in Animal Health/ Physiology or Animal Breeding generic agricultural courses across the curriculum. Develop tools and assess students and learners. Manage the health of the college livestock. Liaise with relevant agricultural role players and align course material with requirements set for academic institutions.

NB: Short listed candidates will be expected to prepare and present a ten-minute

Enquiries Mr AS Mazibuko Tel: 035 795 1345

Post : Agricultural Training Officer: Animal Production (Ruminants)
Ref No : NSC06 /2019
Centre : Owen Sithole Agriculture Training Institute
Salary Level: 08
Salary : R299 709 p.a

Requirements: A relevant Diploma (NQF Level 6) or equivalent qualification and a valid driver's licence. **Experience:** 3 years relevant experience in Animal Production **Skills:** Computer skills, communication (written/ verbal), people management, presentation, facilitation, leadership, Innovative thinking, organizational and interpersonal skills, ability to operate tractor with implements, ability to conduct practical's and willingness to travel extensively even outside of KZN, work after hours and weekends

Key Performance Areas: Manage the Beef, Dairy and Small stock units of the college. Assist lecturers with the practical components of the courses. Present practical's to students. Maintain the unit's infrastructure and facilities. Assist with general college farm duties and activities.

Enquiries Mr AS Mazibuko

Post : State Veterinarian
Ref No : NSC 07 /2019
Centres 1 : Vryheid Laboratory –1 post (re-advertisement)
Ref No : SSC18 /2019
Centres 2 : Allerton Laboratory – 2 posts
Salary Level: 11
Salary : 697 011 (all-inclusive MMS package) p.a

Requirements: A BVSc or equivalent qualification recognized by the SAVC as well as registration with the SAVC and proof thereof. A valid driver's licence. **Experience:** 1-2 years post qualification experience: **Knowledge:** Sound knowledge of Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Agricultural remedies and Stock Remedies Act, 1947 (Act 36 of 1947) PFMA, LRA, EPMDS, Batho Pele principles. **Skills:** Computer literacy, research, statistics, Interpersonal relations, communication (written / verbal), change management, ability to work under pressure, report writing, time and people management.

Key Performance Areas: Develop, analyse and audit policies, norms, standards and legislation for veterinary services. Render veterinary services through the implementation of the relevant legislation. Provide training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services. Keep abreast of national and international trends with regard to the applicable prescripts, policies, procedures, technologies. Perform administrative and related functions.

Enquiries : Dr DWP Ngobese: Tel: 033 347 6278

Post : State Veterinarian (2 posts)
Ref No : SSC 19 /2019
Centres : Harry Gwala District (1 post) and UMgungundlovu District (1 post)
Salary Level: 11
Salary : 697 011 (all-inclusive MMS package) p.a

Requirements: A BVSc or equivalent qualification recognized by the SAVC as well as registration with the SAVC and proof thereof. A valid driver's licence. **Experience:** 1-2 years post qualification experience. **Knowledge:** Sound knowledge of; Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Agricultural remedies and Stock Remedies Act, 1947 (Act 36 of 1947) PFMA, LRA, EPMDs, Batho Pele principles. **Skills:** Computer literacy, research, statistics, Interpersonal relations, communication (written / verbal), change management, ability to work under pressure,

Key Performance Areas: Develop, analyse and audit policies, norms, standards and legislation for veterinary services. Render veterinary services through the implementation of the relevant legislation. Provide training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services. Keep abreast of national and international trends with regard to the applicable prescripts, policies, procedures, technologies. Perform administrative and related functions.

Enquiries Dr T Sikhakhane 033 343 8329

Post : Control Animal Health Technician
Ref No : NSC 08 /2019
Centre : Jozini Local Municipality: Veterinary Services
Salary Level: 10
Salary : R444 693 p.a

Requirements: National Diploma in Animal Health or equivalent qualification plus proof of registration with SAVC and valid driver's licence. **Experience:** 3-5 years' relevant experience within veterinary services. **Knowledge:** Sound knowledge of: Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Medicine and Related Substance Control Act, Animal Identification Act, 6 of 2002, Veterinary and Para –Veterinary Professions Act, 1962, Livestock Improvement Act, 2 of 1997, Animal Protection Act, 71 of 1961. **Skills:** Interpersonal relations, Computer literacy, Leadership, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing, and people management.

Key Performance Areas: Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis. Manage the support services to the state veterinarian concerning animal diseases control, reproduction and production advancement, sample collection and law enforcement. Manage extension services on animal health to animal owners; determine need for farmers and communities. Keep up to date concerning the applicable prescripts, policies, procedures, technologies and new developments to be able to render effective Animal Health support services. Perform all administrative and related functions; develop and implement database, compile reports, provide inputs and proposals.

Enquiries Dr C Kutwana 035 780 06704

Post : **Control Veterinary Technologist**
Ref No : **NSC 09 /2019**
Centre : **Vryheid Laboratory**
Salary Level: **10**
Salary : **R 444 693 p.a**

Requirements: National Diploma in Veterinary Technology or equivalent qualification plus registration with SAVC and a valid driver's Licence. **Experience:** 3-5 years' relevant experience within the field of veterinary services: **Knowledge:** Sound knowledge of laboratory quality management, Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Agricultural remedies and Stock Remedies Act, 1947 (Act 36 of 1947) Public Finance Management Act, Labour Relations Act as well as the principles of Batho Pele and Transformation. **Skills:** Interpersonal relations, Computer literacy, communication (written / verbal), conflict management, change management, ability to work under pressure and report writing.

Key Performance Areas: Render a more advanced veterinary laboratory diagnostic testing services. Coordinate and supervise the activities of the veterinary technologists in the laboratory. Ensure veterinary technologists populate databases with the latest information to provide veterinary statistics for national and international planning. Act as quality control officer for the laboratory. Keep up to date with regard to applicable prescripts, policies, procedure, technologies, new developments to be able to render, and efficient and effective veterinary diagnostic services. Perform administrative related functions.

Enquiries : **Dr S Chisi** **033 343 6284**

Post : **Veterinary Technologist**
Ref No : **NSC10/2019**
Centre : **Vryheid Veterinary Laboratory**
Salary Level: **08**
Salary : **R299 709 p.a**

Requirements: National Diploma in Veterinary Technology or equivalent qualification plus registration with SAVC and a valid driver's Licence. **Skills:** Interpersonal relations, Computer literacy, communication (written / verbal), conflict management, change management, ability to work under pressure and report writing.

Key Performance Areas: Render veterinary laboratory testing services. Populate data bases to provide veterinary statistics for national and international planning. Keep abreast with the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary diagnostic laboratory services. Promote safe laboratory environment

Enquiries : **Dr S Chisi** **033 343 6284**

Post : **Local Agricultural Managers (10 posts)**
Ref No (1) : **SSC 20 /2019**
Centres : **HARRY GWALA DISTRICT – 2 Posts (Buhlebezwe and Greater Kokstad Local Municipalities)**
UGU DISTRICT- 1 post (Vulamehlo Local Municipality)
UTHUKELA DISTRICT -1 post (Alfred Duma Local Municipality)
ILEMBE DISTRICT- 1 post (Mandeni Local Municipality)

Ref No (2) : **NSC 11/2019**
Centre : **AMAJUBA DISTRICT- 2 posts (Dannhauser and Newcastle Local Municipalities)**
ZULULAND DISTRICT- 2 posts (Ulundi and Mahlabathini Local Municipalities)
KING CETSHWAYO- 1 post (Umfolozu Local Municipality)
Salary Level: **11**
Salary : **R697 011 (all-inclusive MMS package) per annum**

Minimum Requirements: BSC 4-year degree in Agriculture / B Agriculture 3-year degree plus Honours in Agriculture / National Diploma plus B Tech degree in Agriculture. **Experience:** 8-10 years' experience in Agricultural Environment. **Knowledge:** PSA, RSA Constitution, White Paper on Agriculture for 1996, Norm & Standards for Extension & Advisory Services, Agricultural Extension and advisory principles, Scientific Agricultural Production methods, NDP, Provincial Growth a& Development Plan, PSA, PSR, PFMA, LRA. **Skills:** Data analysis, scientific methodology and models, research and development, computer edited scientific editing and review,

Key Performance Areas: Management the provision of agricultural extension and advisory services. Establish and participate in institutional structures for planning, implementation and coordination of agricultural programmes/projects. Promote and develop agricultural Black Economic Empowerment and SMME's. Manage the implementation of Local agricultural projects. Administer the development and assessment of feasibility studies and business plans. Coordinate commissioning and handing over of projects. Implement agricultural specific intervention. Manage participation in the development of Municipal Integrated Development Plans. Promote partnerships and cooperation with relevant role players. Promote partnership with traditional councils, organised agriculture, commodity associations/ groups and agricultural input suppliers. Develop policies and strategies aimed at improving service delivery. Manage resources of the Local Municipality.

Enquiries

Mr SM Langa: UMGungundlovu District - 033 347 6216

Ms MP Gwala : Ugu District - 039 682 2045

Mr LL Jongisa: - Harry Gwala District -039 8347600

Ms PC Jele: UThukela District - 036 3523033

Mr MD Dlamini: Zululand District – 035 8749015

Mr MJ Nhleko : Amajuba District - 034 3121505

Mrs BH Nkosi : King Cetshwayo – 035 7806711

Post : HR Clerk Production – Human Resources Development
Ref No : SSC21/2019
Centre : Hilton
Salary Level: 05
Salary : R 163 563 p.a

Requirements: A Grade 12 (Matric) Certificate and a valid driver's license. **Knowledge:** Computer literacy and knowledge of Persal. **Skills:** Good communication skills (verbal and written).

Key Performance Areas: Render implementation of performance planning processes. Implementation of Performance Reviews. Implementation of probation process. Coordination of assessment Committee meeting sittings. Conduct compliance check

Enquiries : Mr D Cele Tel: 033 343 8395

Post : SCM Clerk – Asset Management (2 posts)
Ref No (1) : SSC22/2019
Centre : Cedara
Ref No (2) : SSC23/2019
Centre : South Service Centre
Salary Level: 05
Salary : R163 563 p.a

Requirements: • Grade 12 Certificate or equivalent qualification. **Knowledge:** Basic knowledge of Asset Management duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic understating of the legislative

framework governing the public service and work procedures in terms of the working environment. **Skills:** Communications (verbal and written) interpersonal relations, flexibility, teamwork, Computer Literacy, planning and organising

Key Performance• Render asset management clerical support ; control and maintain of asset record for state owned vehicles through Hardcat, dealing with the disposal of state owned vehicle process, updating of authority to drive and specimen signatures, handling of licence disc renewal process for departmental vehicles, carry out reconciliation exercise from received transaction reports, recording of logs for all trips travelled, administration of traffic fines received by proxy and assist with the exercise of annual departmental fleet verification.

Enquiries : **Ms B Mthembu** **033 355 9167**

Post : **SCM Clerk**
Ref No : **SSC24/2019**
Centre : **South Service Centre**
Salary Level: **05**
Salary : **R163 563 p.a**

Requirements: Grade 12 Certificate or equivalent qualification. **Knowledge:** Basic knowledge of Supply Chain Management duties, PFMA, Treasury regulations, Treasury Instruction Notes, Ability to capture data, Operate computer and collecting statistics. **Basic understating** of the Legislative Framework governing the public service and work procedures in terms of the working environment. **Skills:** Communications (verbal and written) interpersonal relations, flexibility, teamwork, Computer Literacy, planning and organising and language.

Key Performance• Receive request memos. Invite quotations from service providers. Receive quotation from service providers Evaluate quotations from service providers Attend site briefing meeting and site visits.

Enquiries : **Ms PMM Nxumalo** **Tel: 033 343 8359**

Post : **Finance Clerk Supervisor**
Ref No : **SSC25/2019**
Centre : **North Service Centre (Richards Bay)**
Salary Level: **07**
Salary : **R242 475 p.a**

Requirements: • Grade 12 certificate or equivalent qualification and a valid Driver's licence. Experience.**3 years' experience in Finance environment.** **Knowledge:** • Basic knowledge of finance functions, practices as well as the ability to capture data, operate and allocate financial statistics. **Knowledge of Logis, Persal, BAS systems.** PSA, PFMA, PSR, DORA, PPPFA, insight on Public Service financial legislations, Treasury Regulations and Financial Manuals. **Skills:** Computer Literacy, communication (written/verbal), interpersonal relations, flexibility, team work, accuracy, planning and organizing, language, basic numeracy, ability to perform task and ability to operate office equipment.

Key Performance: Ensure effective and efficient creditor management service. Provide effective and efficient administration of payments. Prepare and submit financial and non-financial reports. Manage the resources of the division.

Enquiries : **Ms J Joshua** **Tel: 033 355 9134**

Post : Finance Clerk
Ref No : SSC27/2019
Centre : Hilton
Salary Level: 05
Salary : R163 563 p.a

Requirements: • Grade 12 certificate or equivalent qualification and a valid Driver's Licence. **Knowledge:** • Basic knowledge of financial functions, practices as well as the ability to capture data, operate and allocate financial statistics. PSA, PFMA, PSR, DORA, PPPFA, insight on Public Service financial legislations, Treasury Regulations and Financial Manuals. **Skills:** Computer Literacy, communication (written/verbal), interpersonal relations, flexibility, team work, accuracy, planning and organizing, language, basic numeracy, ability to perform task and ability to operate office equipment.

Key Performance: Render analysis of financial accounting transactions and prepare reports; Filing of payment documents and performing a voucher control service; Perform salary administration support services; Receive and distribute salary advices. Compile journals; Prepare correspondence to departmental officials. Perform loss control support services.

Enquiries : Ms J Joshua Tel: 033 355 9134

Post : Finance Clerk Production
Ref No : SSC27/2019
Centre : Cedara
Salary Level: 05
Salary : R163 563 p.a

Requirements: • Grade 12 with Mathematics/Accounting. • Basic knowledge of Public Finance Management Act, Treasury Regulations and BAS • Good interpersonal skills • problem solving • Computer literacy • Valid EB driver's license and two to three years' cashier experience.

Key Performance • Receipting and depositing of State Money; reconciliation of daily intake. Maintain Revenue Registers. Batching of receipts; request reports for revenue exceptions on daily basis. Render Petty Cash services. Perform administrative and related functions.

Enquiries Mrs M Seethal Tel: 033 355 9127

Post : Administration Officer: Minor Works X1 post
Ref No : SSC28/2019
Centre : Cedara
Salary Level: 07
Salary : R242 475

Requirements: A National Diploma or Degree in Public Management or Administration and a valid driver's licence. **Knowledge:** Transport policies, PFMA, National Treasury Framework, Leave Policy, PPE Policy, Occupational Health and Safety Act. **Skills:** Computer Literacy, Communication skills (written/verbal) Financial Management, planning and organizing, research skill and time management.

Key Performance Areas: Render administration support services. Provide procurement of all goods and services. Assist staff and client with the information services of the directorate. Provide inputs and maintain knowledge on policies

Enquiries : Mr W Zondi Tel: 033 343 8093

Post : General Administration Clerk x1 post
Ref No : SSC 29/ 2019
Centres : Cedara
Salary Level: 05
Salary Notch: R163 563 per annum

Requirements: A grade 12-certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Provide supply chain and clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration support services in the component. Provide financial and administration support services in the component.

Enquiries : Ms S Mazibuko Tel: 033 343 8078

Post : Switchboard Operator x1 posts
Ref No : SSC30/2019
Centre : Cedara
Salary Level: 04
Salary : R 136 800 per annum

Requirements: A grade 12-certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render switchboard services; attend to incoming and outgoing calls and maintain telephone database. Maintain switchboard system; identify telephone faults to the supervisor and notify staff. Record maintenance of the switchboard. Bar and activate telephone extensions when required.

Enquiries : Ms S Mazibuko Tel: 033 343 8078

Post : Photocopier Operator x2 posts
Ref No (1) : SSC31/2019
Centre : Cedara
Ref No (2) : NSC11/2019
Centre : North Service Centre
Salary Level: R 96 549 per annum

Requirements: A grade 08 or equivalent qualifications. **Skills:** be able to communicate (read and write) and ability to operate photocopying machine.

Key Performance Areas: Operate a photocopier machine; report any malfunctioning of a photocopier, scanning and keeping of record of photocopier activities. Binding and laminating of documents. Provide counter services; receive and contact clients when documents are ready and update tensions when required.

Enquiries : Ms B Naicker Tel: 035 780 6798
Ms NC Ngcobo Tel: 033 355 9560

Post : Cleaner x 2 posts
Ref No : SSC32/2019
Centres : Minor Works
Salary Level: 02
Salary : R 96 549 per annum

Requirements: Abet and must be fluent in IsiZulu. **Skills:** Communication, (written and verbal), interpersonal relations, team honesty, professionalism, integrity, honesty, punctuality,

Key Performance Areas: Clean allocated office buildings and clean kitchen including utensils, basins and keep stock of kitchen utensils. Clean the restrooms, maintain cleaning material and equipment and report broken cleaning machines and equipment. Clean microwaves, vacuum cleaners and all other equipment after use and request cleaning materials.

Enquiries : Ms S Mazibuko **Tel:** 033 343 8078

Post : Tractor Driver
Ref No : SSC33/2019
Centre : UGu District
Salary Level: 04
Salary : R136 800

Requirements: Basic education (literacy and numeracy- ABET level 2) and a valid driver's licence (Code EC1 with PDP).
Experience: At least 1-year appropriate driving experience.

Key Performance Areas: Operate a tractor with various implements (such as ploughs, Rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities. Perform vehicle maintenance and administrative support. Ensure the safe storage of, cleaning and routine vehicle/ implements such as changing tyres and checking water, oil, tyre pressure etc. Operate specialized machinery (such as harvesters, drilling equipment, excavators etc.).

Enquiries Ms MP Gwala **Tel:** 039 682 2045

Post : Cleaner
Ref No : SSC34/2019
Centre : Livestock Research
Salary Level: 02
Salary : R 96 549 per annum

Requirements: Abet and must be fluent in IsiZulu. **Skills:** Communication, (written and verbal), interpersonal relations, team honesty, professionalism, integrity, honesty, punctuality.

Key Performance Areas: Clean allocated office buildings and clean kitchen including utensils, basins and keep stock of kitchen utensils. Clean the restrooms, maintain cleaning material and equipment and report broken cleaning machines and equipment. Clean microwaves, vacuum cleaners and all other equipment after use and request cleaning materials

Enquiries : De Villiers **Tel:** 033 355 9247

Post : Farm Aid x2 posts
Ref No : SSC35/2019
Centre : Cedara Livestock
Salary Level: 02
Salary : R 96 549 per annum

Requirements: A Grade 10 / standard 08 qualifications. **Experience** on a farm or research station would be an advantage.
Skills: Fluency in English will be an added advantage

Key Performance Areas: Perform routine activities in respect of crop production through assistance with the soil sampling and related activities. Harvesting and storage of grain and fodder. Perform routine activities in respect of assisting with livestock. Perform general beautification and ground keeping. Perform general routine activities, which would include Cleaning of farm building facilities, disposal of waste material and assist with water supply to livestock and farm buildings. Assist with general routine activities in respect of infrastructure.

Enquiries Dr JF de Villiers **Tel:** 033 355 9247

Post : Personal Assistant to Director: Agricultural Crop Research Service
Ref No : SSC 36/2019
Centre : Cedara
Salary Level: 07
Salary : R242 475 per annum

Requirements: A Secretarial Diploma or equivalent qualification. **Experience:** • 3-5 years' experience in rendering administrative support to Senior Management and a valid driver's licence. **Knowledge:** Relevant legislation/ policies/prescripts and basic knowledge on financial administration. **Skills:** • Communications (verbal and written) with people at different levels and from different backgrounds• good telephone etiquette, computer literacy, sound organizational and interpersonal relations, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents, presentation skills, motivation and self-management.

Key Performance• Provide secretariat/receptionist support to the Director, manage the diary and compile realistic schedules of appointments. Render administrative support; ensure the effective flow of information and documents from the office, scrutinize routine submissions/ reports and make notes. Respond to enquiries, coordinate travel arrangements, • Provide support regarding meetings and coordinate logistical arrangements Support the Director with the administration of the budget when required. Assist in the determining of funding requirements for the purpose of MTEF submissions, check and collate BAS reports to ensure that expenditure is allocated properly.

Enquiries Dr. F.N.P. Qwabe **Tel:** 033 355 9365

Post : General Administration Clerk x1 post
Ref No : SSC 37/ 2019
Centres : Cedara – Spawn Mushroom Production
Salary Level: 05
Salary Notch: R163 563 per annum

Requirements: A grade 12-certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Provide supply chain and clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration support services in the component. Provide financial and administration support services in the component.

Enquiries : Ms S Mazibuko **Tel:** 033 355 9558

Post : **Laboratory Assistant (1 post)**
Spawn Mushroom Production
Ref No : **SSC38/20197**
Salary Level: **04**
Salary : **R136 800 p.a**
Centre : **Cedara – Head Office**

Requirements: • Grade 12 or equivalent qualification and a valid driver's licence. **Skills:** • Communications (verbal and written) interpersonal relations, reliability and ability to work under pressure.

Key Performance: Prepare samples for determination of chemical residues: pH, EC. Mycology etc; collecting/ taking samples for preparation; storage of samples, assist in the decontamination and disposal of used samples; preparation of stains, buffers, smears and reagents, packing and transporting of samples. Perform routine analysis of samples under mentorship/ supervision of senior personnel; perform extractions and basic analysis of samples, record results and assist in routine identification of pests/ diseases. Perform basic maintenance of selected equipment and instructions. Maintain tardiness of laboratories. Perform administrative and related functions; inventory control of equipment and consumables for equipment, assist with invoicing of analyses and comply with health and safety regulations.

Enquiries : **Ms FNP Qwabe** **033 355 9365**

Post : **Farm Aid x10 posts – Spawn Mushroom Production**
Ref No : **SSC39/2019**
Centre : **Cedara**
Salary Level: **02**
Salary : **R 96 549 per annum**

Requirements: A Grade 10 / standard 08 qualifications. **Experience** on a farm or research station would be an advantage. **Skills:** Fluency in English will be an added advantage.

Key Performance Areas: The successful candidate will after training be responsible for production of mushroom packs; Planting and maintenance of Juncao grass; Assisting with preparation and monitoring of mushroom trenches, research trials and mushroom showroom; Responsible for general work and hygiene of Isikhowe Juncao Mushroom.

Enquiries **Dr. F.N.P. Qwabe** **Tel: 033 355 9365**

Post : **General Administration Clerk (1 post)**
Ref No : **SSC40/ 2019**
Centres : **Cedara College**
Salary Level: **05**
Salary : **R163 563 per annum**

Requirements: A grade 12-certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Provide supply chain and clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration support services in the component. Provide financial and administration support in the services component.

Enquiries : **Mr B Lutge** **Tel: 033 355 9306**

Post : General Administration Clerk
Ref No : NSC13/ 2019
Centres : OSCA
Salary Level: 05
Salary : R163 563 per annum

Requirements: A grade 12-certificate and Diploma in public admin or finance / equivalent qualifications **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. provide clerical support services for the college and the office of the principal; liaise with internal and external stakeholders in relation to college business under the guidance of the principal. Provide personnel administration support services in the principal. Provide financial and administration support in the services component.

Enquiries Mr SA Mazibuko Tel: 035 795 1345

Post : Driver x 2 posts
Ref No (1) : SSC39/2019
Centre : Cedara College
Ref No (2) : NSC14/2019
Centre : Owen Sithole College
Salary Level: 04
Salary : R136 800

Requirements: Grade 7/ ABET Certificate, a valid code B/EB drivers licence and a PDP. **Experience:** At least 1-year relevant driving experience.

Key Performance Areas: Render Collect postbag, parcels from the post office. Transport officials to and from meetings, seminars and service providers as well as airport and venues. Deliver the vehicles to merchants, for services, maintenance and repairs. Transport students for experiential and educational tours. Collect orders from Head Office.

Enquiries Mr B Lutge Tel: 033 355 9306
Enquiries Mr SA Mazibuko Tel: 035 795 1345

Post : Laundry Aid
Ref No : SSC41/2019
Centre : Cedara
Salary Level: 02
Salary : R 96 549 per annum

Requirements: Grade 7/ Abet certificate. **Skills:** be able to communicate (read and write) and ability to operate electrical appliances (cleaning appliances)

Key Performance Areas: Perform laundry services. Check whether all laundry delivered is marked. Be able to read washing instruction. Separate laundry according to colours and names of students. General cleaning of dormitories and other buildings, maintenance of hostels and grounds, maintenance of cleaning equipment. Assist with delivered goods and minor sawing for students. Assist with washing coffee mugs.

Enquiries Mr B Lutge Tel: 033 355 9306

Post : Farm Aid
Ref No : SSC42/2019
Centre : Cedara College
Salary Level: 02
Salary : R 96 549 per annum

Requirements: A Grade 10 / standard 08 qualifications. **Experience** on a farm or research station would be an advantage.

Skills: Fluency in English will be an added advantage

Key Performance Areas: Herding of animals. Maintenance of fences. Assist with general running of farm activities. Maintenance and up-keep of college farm facilities. Assist with student farm practical. Ensure the execution of general pasture activities.

Enquiries Mr S Vilakazi Tel: 033 355 9613