



KWAZULU-NATAL PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA



CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

01 Cedara Road, Pietermaritzburg, 3200
Private Bag X9059, Pietermaritzburg, 3200

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

IDENTICAL CIRCULAR NO: 02 OF 2022

The content 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 above 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. 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 numbers. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). **Applications will not be acknowledged due to the large volume of applications received.**

Applications must be submitted to the prescribed centre/s (post/ preferably hand delivered or couriered) for the attention of the Head of Department as follows:

NSC Reference numbers:

Physical address:

Private Bag x1048
Richards Bay
3900

Lot No. 11634
Corner of Via Verbena and Loop Street
Veldenvlei
Richards Bay
3900

SSC Reference numbers:

Physical address:

Private Bag X 6005
Hilton
3245

4 Pin Oak Avenue
Hilton
3245

CANDIDATES WHO FAILED TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL BE DISQUALIFIED

CLOSING DATE: 15 MARCH 2022



MR SD SIBANDE
HEAD OF DEPARTMENT

01/03/22

DATE

GROWING KWAZULU-NATAL TOGETHER

#PHEZ'KOMKHONO



The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.

PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: RURAL DEVELOPMENT

Reference No. SSC11/2022 • Centre: Cedara - Head Office • Salary: R261 372 p.a (level 07)

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

Key Performance Areas: Provide a secretarial/receptionist support to the Deputy Director-General. 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 and coordinate travel arrangements. Provide support regarding meetings and coordinate logistical arrangements. Support the DDG 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: Mr MJ Mfusi Tel: 033 – 343 8217

PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: VETERINARY SERVICES

Reference No. SSC12/2022 • Centre: Cedara - Head Office • Salary: R261 372 p.a (level 07)

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

Key Performance Areas: Provide a secretarial/receptionist support to the Chief 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 and coordinate travel arrangements. Provide support regarding meetings and coordinate logistical arrangements. Support the Chief 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. TA Sikhakhane Tel: 033 – 355 9331

GENERAL ADMINISTRATION CLERK SUPERVISOR (RE-ADVERTISEMENT)

Reference No. SSC13/2022 • Centre: uThukela District • Salary: R261 372 p.a (level 07)

Minimum Requirements: • A Senior Certificate or a National Certificate (Vocational). **Experience:** 3 – 5 years' relevant experience. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, EPMDS, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Batho Pele Principles, Government Immovable Assets Management Act, State Housing Policy, Fleet Management policies, Subsidised Vehicle policies, BCEA, Movable Asset Management Framework, Asset Management policies for general and biological assets, Financial Systems (Hardcat/BAS), Archives Act, Compensation of Injuries and Death Act. **Skills:** Language, listening, presentation, analytical thinking, interpersonal relations, computer literacy, organisational, supervisory, financial management, time management, report writing, problem solving, communication (verbal and written), conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision and project management.

Key Performance Areas: Ensure provision of auxiliary administrative services. Provide supply chain management services. Ensure provision of human resource support services. Manage resources of the division.

Enquiries: Ms HN Sithole Tel: 036 - 634 1105

FARM FOREMAN: CEDARA RESEARCH FARM

Reference No. SSC14/2022 • Centre: Cedara Research Station • Salary: R176 310 p.a (level 05)

Minimum Requirements: • A Senior Certificate or a National Certificate (Vocational). **Experience:** 1 year's relevant experience. **Knowledge:** Basic farming activities. **Skills:** Communication and understanding. Use of basic farm hand tools.

Key Performance Areas: Oversee the implementation of routine activities in respect of research and crop production. Ensure timely harvesting and storage of grain and fodder. Ensure general beautification and ground keeping. Perform general routine activities which include inter alia cleaning of farm building facilities; disposal of waste material, care for farming equipment; firefighting and prevention, burning fire breaks and block burning; alien weed control; staff supervision and management inclusive of leave, EPMDS, overtime, training, discipline and motivation; secure and safe storage of farming assets. Execute general routine activities in respect of infrastructure, which would include inter alia maintenance/repair roads, canals, dams, drinking troughs; animal housing, buildings and small farm structure repair (in support of carpentry and construction activities); irrigation infrastructure, pumps, pipelines, valves and reservoirs.

Enquiries: Mr JA Janse van Rensburg Tel: 033 – 3559328

TRACTOR DRIVER/OPERATOR

Reference No. SSC15/2022 • Centre: Cedara - Head Office • Salary: R147 459 p.a (level 04)

Minimum Requirements: • Grade 10 and a code C1 driver's licence. **Experience:** At least 1 year's tractor driver experience. **Knowledge:** Utilization of tractors and farming implements, inspection and basic maintenance of tractors and implements. **Skills:** Ability to operate a tractor, use farming implements and specialized machinery.

Key Performance Areas: Operate a tractor with various farm implements (such as ploughs, rippers, planters, crop sprayers, etc.) to produce crops. Operation of tractors and farm machinery in respect of crop and fodder harvesting. Perform daily inspection and maintenance of tractors and farming implements. Tractor operation for general farming activities.

Enquiries: Mr JA Janse van Rensburg Tel: 033 - 355 9328

FARM AID (12 POSTS)

Reference No. SSC22/2022 • Centres: Cedara Soil Fertility Research (2x); Cedara Horticulture (2x); Kokstad Agronomy; Cedara Mushroom • Salary: R104 073 p.a (level 02)

Reference No. NSC 03/2022 • Centres: Dundee Agronomy (3x); Makhathini Agronomy; OSCA Horticulture; Makhathini Horticulture • Salary: R104 073 p.a (level 02)

Minimum Requirements: • NQF level 1/2 (ABET Level 2/3 certificate). **Knowledge:** Basic farming activities. Knowledge of Health and Safety measures. **Skills:** Use of basic farm hand tools, cleaning, operating equipment, communication, understanding, language, reading, listening and time management.

Key Performance Areas: Implementation of tunnel and field experiments. Assist with recording of experimental data. Maintenance of experimental equipment. Assist in stock taking of agrochemicals and equipment.

Enquiries: Dr. FNP Qwabe Tel: 033 355 9365

CLOSING DATE: 15 MARCH 2022