



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: 4 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 attached advertised posts must be submitted on the most recent Z83 application for employment form obtainable from any Public Service Department or from www.dpsa.gov.za
All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, Drivers Licence etc.) on or before the day of the interview.

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. **Applications will not be acknowledged due to the large volume of applications received.**

Applications must be submitted/posted to the prescribed centre/s (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



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

IDENTICAL CIRCULAR NO: 4 OF 2022

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

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

CLOSING DATE: 07 JULY 2022



MR SD SIBANDE
HEAD OF DEPARTMENT
AGRICULTURE AND RURAL DEVELOPMENT

06/06/2022
DATE



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.

SENIOR PROJECT MANAGER

Reference no. SSC31/2022 • Centre: Cedara – Head Office • Salary: R882 042 p.a. all-inclusive salary MMS package (level 12)

Minimum Requirements: An Agricultural related / Quantity Surveying / Engineering Bachelor's Degree at NQF level 7 plus a SAQA recognized qualification in Project Management and a valid code EB driver's license. **Experience:** 3 – 5 years junior management experience in a project management environment. **Knowledge:** RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms & Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, PSA, PSR, PFMA, LRA, EPMDs, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN communities, Service Delivery Frameworks, Treasury Regulations. **Skills:** Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning, organizational skills, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and able to work under pressure with minimum supervision leadership, project management, people management, relationship management and decision making.

Key Performance Areas: Coordinate and facilitate planning of all agricultural projects including approval process. Monitor, evaluate and report on the implementation of agricultural projects. Ensure the provision and coordination of administration and other related services pertaining to projects. Develop and ensure implementation of policies and strategies related to agricultural projects. Manage resources of the sub-directorate.

Enquiries: Mr ME Ngcobo Tel: 082 461 8728

STATE VETERINARIAN

Reference no. SSC32/2022 • Centre: uMgungundlovu District (Pietermaritzburg) • Salary: R744 255 p.a. all-inclusive salary MMS package (level 11)

Minimum Requirements: An NQF 8 Bachelor of Veterinary Science degree plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid code EB driver's license. **Experience:** 1 – 2 years' post qualification relevant experience. **Knowledge:** Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Animal Identification Act, Animal Health Act, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDs, BCEA, Community Development, Public Participation, Community Outreach, Project Management Principles and Social dynamics of KZN Communities. **Skills:** Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organisational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, people management, decision making, facilitation and project planning.

Key Performance Areas: Ensure the prevention and control of animal disease. Improve animal health and production by extension and training in disease control methods to communal farmers. Provide primary animal health care and clinical services. Issue import, export certification permits for movement control. Provide veterinary technical support to livestock projects. Provide mentorship to veterinarians serving compulsory community service. Manage financial, human and asset resources.

Enquiries: Dr. MS Masimege Tel: 039 – 682 2045

STATE VETERINARIAN: EXPORT CONTROL (2 X POSTS)

Reference No. SSC33/2022 • Centre: Hilton • Salary: R744 255 p.a all-inclusive salary MMS package (level 11)

Minimum Requirements: • A BVSc degree, registration with SAVC as a veterinarian and a valid drivers' license. **Experience:** 2 years' post qualification veterinarian experience. **Knowledge:** RSA Constitution, PFMA, Public Service Regulations, international agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters, relevant animal health legislation and regulations, norms and standards, export and import programmes and their requirements, good governance and Batho Pele principles, EPMDs, government decision making processes, diversity management and government systems and structure. **Skills:** Ability to communicate well and interact with people at different levels, planning, management and organising, creativity, interpersonal skills, problem solving, interpretation skills, analytical skills, listening skills, computer literacy and report writing.

Key Performance Areas: Inspecting and auditing registered export facilities and performing associated export facilitation functions, inspecting and auditing registered abattoirs in terms of the Meat Safety Act (Act 40 of 2000), develop analyse and audit policies, norms, standards and legislation for Veterinary Services. Render Veterinary Services through the implementation of the relevant legislation. Provision of training, development and awareness programmes (extension and outreach services) to communities with regards to Veterinary Services. Perform administrative and related functions.

Enquiries: Dr. SL Chisi Tel: 033 – 347 6278

ASSISTANT DIRECTOR – INTERNAL COMMUNICATION

Reference No. SSC34/2022 • Centre: Cedara – Head Office • Salary: R382 245 p.a (level 09)

Minimum Requirements: • A National Diploma/Degree in Communication/Public Relations/Journalism and a valid driver's licence. **Experience:** 3 years' experience in Communication/Public Relations/Journalism. **Knowledge:** Knowledge of communication and public relations, campaign planning and implementation, event management, monitoring and evaluation, generic management process, Public Service Acts and Policies, RSA Constitution, Communication Policy, external communication, exhibitions, communication campaign, project management, advertising and Minimum Security Information Standard. **Skills:** Computer literacy, research, monitoring and evaluation, language proficiency – English and Zulu, problem solving, financial management, decision making, leadership, strategic communication, project management, listening, time management, presentation and digital skills.

Key Performance Areas: Implement internal communication campaigns support services. Effectively implement department's website content. Provide internal publication support. Render language support services. Provide social media communication support. Manage resources of the division.

Enquiries: Mr FV Zuma Tel: 082 419 2887

VETERINARY PUBLIC HEALTH OFFICER (3 X POSTS)

Reference No. SSC35/2022 • Centre: Hilton • Salary: R321 543 p.a (level 08)

Minimum Requirements: • A National Diploma or Degree in Environmental Health or Public Health. Registration with the Health Professional Council of South Africa or relevant professional body and a valid driver's licence. **Knowledge:** Knowledge of the Meat Safety Act 40 of 2000, abattoir inspection, HAS (Hygiene Assessment System) and the hygiene monitoring system. **Skills:** Language, listening, computer, organizational, time management, communication, relationship management and acceptance of responsibility.

Key Performance Areas: Ensure meat hygiene and food safety. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety). Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements). Perform administrative and related functions.

Enquiries: Dr. SL Chisi Tel: 033 – 347 6278

AGRICULTURAL TRAINING OFFICER: ANIMAL PRODUCTION (2 X POSTS)

Reference No. SSC36/2022 • Centre: Cedara College of Agriculture • Salary: R321 543 p.a (level 08)
Reference No. NSC08/2022 • Centre: Owen Sitole College of Agriculture • Salary: R321 543 p.a (level 08)

Minimum Requirements: • Degree/National Diploma/Diploma (NQF Level 6) in Agriculture specialising in Animal Production and a valid driver's licence. **Experience:** 3 years' experience in the field of Animal Production. **Knowledge:** Knowledge of Animal Production. **Skills:** Training, presentation, organizational skills, computer skills, communication (verbal and written), language skills, listening skills, interpersonal relations, time management, report writing and problem –solving.

Key Performance Areas: Provide relevant practical and theoretical training. Contribute towards quality assurance in teaching and learning. Provide functional information and advice. Perform administrative and related functions.

Enquiries: Mrs T Sithole Tel: 033 – 355 9149 (Cedara)
Ms M Dube Tel: 035 - 7951345 (OSCA)

ADMINISTRATION OFFICER: ANALYTICAL SERVICES LABORATORY

Reference No. SSC37/2022 • Centre: Cedara - Head Office • Salary: R261 372 p.a (level 07)

Minimum Requirements: • A National Diploma or Degree (NQF level 6) in Public Management/Financial Management/Human Resources Management/Administration. **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMS, Batho Pele Principles, Basic Conditions of Employment Act, Knowledge of revenue collection, budget planning and control. **Skills:** Computer literacy, communication (electronic, verbal and written), listening skills, analytical thinking, organizing skills and time management.

Key Performance Areas: Render effective and efficient revenue services in the Analytical Services Laboratory. Develop and maintain an electronic database and hardcopy archive of research documents. Provide secretariat, receptionist and record management services. Maintain compliance with human resources and financial prescripts in conjunction with the relevant core units. Render administrative related duties.

Enquiries: Ms LM Thurtell Tel: 033 355 9450