



**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: 06 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](http://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: 06 OF 2022**

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

**For re-advertisements, previous applicants must please re-apply.**

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

**CLOSING DATE: 9 DECEMBER 2022**

  
\_\_\_\_\_  
**MR ZN DLAMINI**  
**ACTING HEAD OF DEPARTMENT**  
**AGRICULTURE AND RURAL DEVELOPMENT**

*14/11/2022*  
\_\_\_\_\_  
**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.

**FOR RE-ADVERTISEMENTS, PREVIOUS APPLICANTS MUST PLEASE RE-APPLY**

**CHIEF DIRECTOR: AGRICULTURAL SERVICES (RE-ADVERTISEMENT)**

**Reference No. SSC38/2022 • Centre: Cedara – Head Office • Salary: R1 308 051 p.a. all-inclusive salary SMS 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 subjected to security clearance and is required to disclose financial interest. Employment Equity target for the post is female and people with disabilities are encouraged to apply.**

**Minimum Requirements:** A Bachelor of Science degree in Agriculture, a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Experience:** 3-5 years' relevant senior management experience. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Community Development, Public Participation, Scientific Agricultural Production methods, Agricultural Extension and Advisory Principles, Project Management Principles, Social Dynamics of KZN communities, SCM Practices and Procedures, Promotion of Access to Information Act, Service Delivery Frameworks, Human Rights Act, Bill of Rights, Promotion of Administrative Justice Act, National Development Plan, Provincial Growth and Development Plan. **Skills:** Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research, analytical, leadership, project management, facilitation, financial management, time management, report writing, problem solving, communication, conflict management, change management, decision making and people management.

**Key Performance Areas:** Coordinate the comprehensive agricultural extension and advisory implementation services over the district municipal areas in the province. Provide strategic direction for agricultural extension and advisory services. Management of agricultural extension and advisory support services. Optimize management of Project Office. Manage the resources of the Chief Directorate.

**Enquiries**

**Mr ZN Dlamini**

**Tel: 033 – 355 9108**

**DEPUTY DIRECTOR: AGRICULTURAL SPECIALIZED ADVISORY SERVICES (3 X POSTS)**

**Reference No. SSC39/2022 • Centres: Harry Gwala (Ixopo) and Ethekwini (Durban) • Salary: R908 502 p.a. all-inclusive salary MMS package (level 12) (2 x posts)**

**Reference No. NSC09/2022 • Centre: Zululand (Ulundi) • Salary: R908 502 p.a. all-inclusive salary MMS package (level 12)**

**Minimum Requirements:** • A B.Sc in Agriculture degree. Registration with SACNASP as a Professional Scientist and a valid driver's licence. **Experience:** 6 years' junior management experience in an agricultural environment. **Knowledge:** Agricultural research methodologies, extension methodology, RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, 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 and Treasury Regulations. **Skills:** Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and

organizing, team leadership, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation and computer literacy.

**Key Performance Areas:** Manage the rendering of specialist agricultural advice to both internal and external clients. Manage the conduction of appropriate on-farm agricultural trial by Specialized Agricultural Advisors and dissemination of results to clients. Provide agricultural information and data management support for agricultural development activities and the monitoring and evaluation of agricultural development in the district. Provide programme and project management support. Management of resources in the sub-directorate.

**Enquiries:** Mr LL Jongisa Tel: 033 - 3559299

### DEPUTY DIRECTOR: ADMINISTRATION SUPPORT – OFFICE OF THE HOD (RE-ADVERTISEMENT)

**Reference No. SSC40/2022 • Centre: Cedara - Head Office • Salary: R766 584 p.a. all-inclusive salary MMS package (level 11)**

**Requirements:** A National Diploma / Degree in Public Administration/ Management/ Intergovernmental Relations 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, Intergovernmental Relations Framework Act, Community Development, Social Facilitation, Project management principles, SCM practices and procedures, Treasury Regulations, National Development Plan, Youth Employment Accord, Provincial Growth and Development Plan, Protocol Manual of South Africa, Trade, Marketing, Economics. **Skills:** Language skills, listening 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, people management skills, relationship management, decision making, diplomacy and 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** Mr TW Mkhize Tel: 033 – 343 8182

### PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT

**Reference No. SSC41/2022 • Centre: Cedara – Head Office • Salary: R269 214 p.a (level 07)**

**Minimum Requirements:** A Secretarial Diploma or equivalent qualification and a valid driver's license. **Experience:** 3-5 years' experience in rendering a support service to senior management. **Knowledge:** Sound knowledge of relevant legislation, policies and prescripts. Basic knowledge of financial administration. **Skills:** Communication skills and the ability to communicate well 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, self-management and motivation. .

**Key Performance Areas:** Provide a secretarial and receptionist support service to the Head of Department. Manage the diary and compile realistic schedules of appointments. Render administration support. Ensure the effective flow of information and documents from the office. Scrutinize routine submissions and report and make notes. Respond to enquiries and coordinate travel arrangements. Provide support regarding meetings and coordinate logistical arrangements. Support the Head of Department with the administration of the budget when required. Assist in the determining of funding requirements for the purpose of MTEF submissions. Check and correlate BAS reports to ensure that expenditure is allocated properly.

**Enquiries** Mr N Mdlalose Tel: 076 935 1695