



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: 3 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: 3 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: 10 JUNE 2022



MR SD SIBANDE
HEAD OF DEPARTMENT
AGRICULTURE AND RURAL DEVELOPMENT

25/05/2022
DATE



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

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.

AUXILIARY SERVICES OFFICER: AGRONOMY (3 X POSTS)

Reference No. SSC23/2022 • Centres: Dundee, Kokstad and Makhathini Research Stations • Salary : R147 459 p.a (level 04)

Minimum Requirements: • Grade 11 (NQF 3) and a valid driver's licence. **Experience:** 2 years' on farm experience. **Knowledge:** Basic knowledge of crop production. **Skills:** Language, listening, basic computer, interpersonal relations, operating equipment, research, time management and communication skills.

Key Performance Areas: Prepare the fields for research and demonstration trials. Assist with the planting of research trials and demonstrations. Perform general maintenance. Perform administrative and related duties.

Enquiries: Dr. SR Bezuidenhout Tel: 033 355 9408

HOUSEKEEPING SUPERVISOR

Reference No. SSC24/2022 • Centre: Cedara College of Agriculture • Salary : R147 459 p.a (level 04)

Minimum Requirements: • NQF Level 3 / ABET Level 4 certificate. **Experience:** 3 years' relevant work experience. **Knowledge:** Knowledge of housekeeping and cleaning, basic knowledge of operating cleaning equipment, awareness of Occupational Health and Safety, Basic Conditions of Employment Act and EPMDS. **Skills:** Cleaning, operating equipment, computer literacy, organising, supervisory, language, reading, listening, communication and time management.

Key Performance Areas: Oversee housekeeping and cleaning services. Oversee safeguarding services. Oversee maintenance of cleaning material and equipment. Supervise physical and human resources.

Enquiries: Mrs N Cele Tel: 033 – 3559606

DRIVER/MESSENGER (2 X POSTS)

Reference No. SSC25/2022 • Centre: Cedara College of Agriculture • Salary: R147 459 p.a (level 04)

Reference No. NSC04/2022 • Centre: Owen Sitole College of Agriculture • Salary: R147 459 p.a (level 04)

Minimum Requirements: • A Grade 10 qualification or 7-12 months' relevant experience and a valid code B driver's licence. **Knowledge:** Knowledge of the procedures to operate a vehicle. Knowledge of the prescripts for the correct utilization of a motor vehicle. Knowledge of the procedures to ensure that the vehicle is maintained properly. Knowledge of the cities in which the functions will be performed. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and making photocopies. **Skills:** Communication, good inter-personal relations, planning, organising and time management.

Key Performance Areas: Render driving services. Conduct routing maintenance on allocated vehicle. Render clerical support/messenger services. Render auxiliary services.

Enquiries: Mrs N Cele Tel: 033 – 3559606 (Cedara)
Mr N Ngcobo Tel: 035 – 7951345 (OSCA)

DRIVER/MESSENGER: RECORDS MANAGEMENT

Reference No. SSC26/2022 • Centre: Cedara - Head Office • Salary : R147 459 p.a (level 04)

Minimum Requirements: • A Grade 10 qualification or 7-12 months' relevant experience and a valid code B driver's licence. **Knowledge:** Knowledge of the procedures to operate the motor vehicle. Knowledge of the prescripts for the correct utilisation of the motor vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of cities in which the functions will be performed. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and making photocopies. **Skills:** Communication, good interpersonal relations, planning, organising and time management.

Key Performance Areas: Render driving services. Conduct routine maintenance on allocated vehicle. Render clerical support/messenger service. Render auxiliary services.

Enquiries: Mr TW Mkhize Tel: 033 – 343 8116

LABORATORY AID: SOIL FERTILITY LABORATORY (3 X POSTS)

Reference No. SSC27/2022 • Centre: Cedara - Head Office • Salary: R104 073 p.a (level 02)

Minimum Requirements: Grade 10. **Knowledge:** Occupational health and safety standards, washing procedures for laboratory glassware and equipment, registration processes, grinding processes, soil laboratory flow. **Skills:** Computer skills, interpersonal relations, communication skills and numeracy skills.

Key Performance Areas: Register incoming soil samples. Prepare basic soil samples. Maintain laboratory housekeeping services. Render basic record-keeping services.

Enquiries: Ms LM Thurtell Tel: 033 355 9450

LABORATORY AID: FEED LABORATORY

Reference No. SSC28/2022 • Centre: Cedara - Head Office • Salary: R104 073 p.a (level 02)

Minimum Requirements: Grade 10. **Knowledge:** Occupational health and safety standards, washing procedures for laboratory glassware and equipment, registration processes, grinding processes, soil laboratory flow. **Skills:** Computer skills and numeracy skills.

Key Performance Areas: Register incoming feed samples. Maintain laboratory housekeeping services. General assistance adherence to occupational health and safety. Render basic record-keeping services.

Enquiries: Ms LM Thurtell Tel: 033 355 9450

HOUSEHOLD AID: MSUNDUZI TRAINING CENTRE

Reference No. SSC29/2022 • Centre: Msunduzi Training Centre • Salary: R104 073 p.a (level 02)

Minimum Requirements: • NQF level 1, ABET level 2 certificate. **Knowledge:** Knowledge of housekeeping and cleaning. Basic knowledge of operating cleaning equipment. Awareness of occupational health and safety. **Skills:** Cleaning skills, skills in operating equipment, reading, listening, communication and time management skills.

Key Performance Areas: Provide housekeeping and cleaning services. Keep, safeguard and maintain cleaning material and equipment.

Enquiries: Mr NS Zulu Tel: 071 687 5549/ 032 532 1450

GROUNDSMAN (4 X POSTS)

Reference No. NSC05/2022 • Centre: Owen Sitole College of Agriculture • Salary: R104 073 p.a (level 02)

Minimum Requirements: • NQF Level 1. **Knowledge:** Basic groundsman maintenance. **Skills:** Use of basic hand tools, cleaning, operating equipment, communication, understanding, language, reading, listening and time management.

Key Performance Areas: Perform routing activities in respect of grounds. Perform routing activities in respect of irrigation. Perform general routine activities in respect of infrastructure. Perform general activities.

Enquiries: Mr N Ngcobo Tel: 035 – 7951345

HOUSEHOLD AID (2 X POSTS)

Reference No. NSC06/2022 • Centre: Owen Sitole College of Agriculture • Salary: R104 073 p.a (level 02)

Minimum Requirements: • NQF Level 1, ABET Level 2 certificate. **Knowledge:** Knowledge of housekeeping and cleaning. Basic knowledge of operating cleaning equipment. Awareness of Occupational Health and Safety. **Skills:** Cleaning, operating equipment, language skills, reading, listening, communication and time management.

Key Performance Areas: Provide housekeeping and cleaning services. Provide safeguarding services. Keep and maintain cleaning materials and equipment.

Enquiries: Mr N Ngcobo Tel: 035 – 7951345

LAUNDRY SERVICES AID

Reference No. SSC30/2022 • Centre: Cedara College of Agriculture • Salary: R104 073 p.a (level 02)

Minimum Requirements: • NQF Level 3. **Knowledge:** Basic laundry services knowledge. **Skills:** Cleaning, operating equipment, communication, understanding, language, reading, listening and time management.

Key Performance Areas: Collect or receive dirty laundry. Provide laundry cleaning services. Sort and deliver laundry. Keep and maintain cleaning products and equipment (washing machine, dryer, pressers, etc.). Assist with cleaning in the hostel.

Enquiries: Mrs N Cele Tel: 033 – 3559606

CLEANER (2 X POSTS)

Reference No. NSC07/2022 • Centre: Owen Sitole College of Agriculture • Salary: R104 073 p.a (level 02)

Minimum Requirements: • ABET Level 2 certificate. **Knowledge:** Knowledge of cleaning. Basic knowledge of operating cleaning equipment. Awareness of Occupational Health and Safety. **Skills:** Cleaning, operating equipment, language skills, reading, listening, communication and time management.

Key Performance Areas: Clean offices, corridors, boardrooms, etc. Clean general kitchens. Clean restrooms. Keep and maintain cleaning materials and equipment.

Enquiries: Mr N Ngcobo Tel: 035 – 7951345