



KWAZULU-NATAL PROVINCE
Department of 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, CHIEF DIRECTORS, DIRECTORS AND ALL STAFF

IDENTICAL CIRCULAR NO: 01 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 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 may 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).

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.

Applicants must quote the correct reference number and mail or hand deliver as per below addresses:

Post:
South Service Centre
Private Bag X 6005
Hilton
3245

Hand Deliver:
South Service Centre
4 Pin Oak Avenue
Hilton
3245

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

The Department of Agriculture and 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.

CLOSING DATE: 17 January 2022

Mr SD Sibande
Head of Department

04/01/2022
Date

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KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTOR: AGRICULTURAL SERVICES

Reference No. SSC35/2021 •Centre: South Service Centre (Cedara) • Salary: R1 251 183 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 – 343 8157

DIRECTOR: AGRICULTURAL RESOURCE MANAGEMENT

Reference No. SSC36/2021 •Centre: South Service Centre (Cedara) • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 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: An M. Sc. degree in Agriculture, a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Experience:** 5 years' relevant middle management experience. **Knowledge:** RSA Constitution, National Environmental Management Act, Conservation Agricultural Resources Act, National Water Act, National Veld and Forest Fire Act, Livestock Brands Act, Agricultural Research Act, The New Growth Plan, Agricultural Policy Action Plan, Medium Term Strategic Framework, Agricultural Development Policy for KZN, National Development Plan, Provincial Growth and Development Plan, Sound understanding of agricultural research methodologies and application of practices and techniques, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Community Development, Public Participation, 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 and Promotion of Administrative Justice Act. **Skills:** Language proficiency, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, decision making and people management.

Key Performance Areas: Manage agricultural risk and disaster management. Manage natural resources services. Ensure protection of agricultural resource (land) and food production. Provide strategic research direction on scientific matters. Develop agricultural research policies and strategies. Ensure effective utilization of resources.

Enquiries

Dr. FN Mkhize Tel: 033 – 355 9316

DIRECTOR: HOD EXECUTIVE SUPPORT SERVICES

Reference No. SSC37/2021 •Centre: South Service Centre (Cedara) • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 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 degree (NQF level 7) in Office Administration or Public Management, a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Experience:** 5 years' relevant middle management experience. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Community Development, Project Management Principles, Social Dynamics of KZN communities, Youth Development Policy, National and Provincial Practice Notes, SCM Practices and Procedures, Promotion of Access to Information Act, Human Rights Act, Bill of Rights, Skills Development Act, Higher Education and Training Act, Further Education and Training Act, HRD Strategy of South Africa, Treasury Regulations, Criminal Procedure Act, KZN Citizen's Charter, Security Management Act, Ministerial Handbook, Promotion of Equality and Prevention of Unfair Discrimination Act. **Skills:** Language proficiency, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, 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, project management, people management and relationship management.

Key Performance Areas: Manage the provision of administration support services. Manage provision of operational coordination support. Provide support to the Head of Department with regard to meetings. Manage the development and implementation of policies. Manage the resources of the Directorate.

Enquiries Ms NZ Ndlela Tel 033 - 355 9624

DIRECTOR: HUMAN RESOURCE ADMINISTRATION, POLICIES AND PRACTICES

Reference No. SSC38/2021 •Centre: South Service Centre (Cedara) • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 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's degree / B. Tech in Human Resource Management / Industrial Psychology (NQF level 7), a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's licence. **Experience:** 5 years' middle/senior management experience in Human Resource environment. **Knowledge:** RSA Constitution, PSA, PSR, EPMDs, Skills Development Policies, PFMA, LRA, BCEA, PERSAL, Public Service Exit Process, Project Management Principles, PAIA, Service Delivery Frameworks, Promotion of Equality and Prevention of Unfair Discrimination Act. **Skills:** Language proficiency, listening, interpersonal relations, computer skills, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, people management, relationship management, financial management, strategic planning, presentation skills, decision making, innovation and creativity.

Key Performance Areas: Manage Human Resource Administration, Policies and Practices. Manage human resource administration services within the service centres. Manage human resource information systems, recruitment, and reporting. Manage the development and implementation of policies. Manage the resources of the Directorate.

Enquiries Ms NZ Ndlela Tel: 033 – 3559624

DIRECTOR: MANAGEMENT ADVISORY SERVICES

Reference No. SSC39/2021 •Centre: South Service Centre (Cedara) • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 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 degree in Production Management / Operations Management / Management Services / Public Administration / Human Resource Management (NQF level 7), a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Experience:** 5 years' middle/senior management experience in an Organisational Development / Management Advisory Services' environment. **Knowledge:** RSA Constitution, PSA, PSR, LRA, PFMA, EPMDs, BCEA, Project Management Principles, Skills Development Act, Norms and Standards, Cost Benefit Analysis, HR Practices, Compilation of job descriptions, relevant legislations and policies, general office administration practices, Work Study principles and techniques, Business Process Management, performance management, Organisational Design Principles, Management practices and Job Evaluation processes. **Skills:** Language, listening, analytical thinking, organizing, planning, computer literacy, presentation, communication, report writing, conflict resolution, problem solving, project management, people management, decision making, financial management, leadership skills, policy analysis and development, negotiation, and interpersonal relations.

Key Performance Areas: Manage the design and maintenance of organisational structures and post establishment of the department. Manage job profiling and job evaluation services. Manage the development and implementation of policies and procedures. Manage the resources of the Directorate.

Enquiries **Ms NZ Ndlela** **Tel: 033 - 3559624**

DIRECTOR: PROJECT OFFICE

Reference No. SSC40/2021 •Centre: South Service Centre (Cedara) • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

Minimum Requirements: A Bachelors' Degree at NQF Level 7 plus a SAQA recognized qualification in Project Management, a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Experience:** 5 years' relevant middle/senior management experience. **Knowledge:** RSA Constitution, White Paper on Agriculture for KZN, Norms and 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, LRA, PFMA, EPMDs, Community Development, Public Participation, Community Outreach, Project Management Principles, Social dynamics of KZN communities, Service Delivery Frameworks and Treasury Regulations. **Skills:** Language proficiency, listening, analytical thinking, planning, computer literacy, presentation, communication, report writing, problem solving, project management, people management, decision making, financial management, leadership skills, interpersonal relations, strategic planning skills, organizational, research, time management, conflict management, change management, self-disciplined and able to work under pressure with minimum supervision and relationship management.

Key Performance Areas: Manage the planning of all agricultural projects. Manage the project approval process. Monitor, evaluate and report on the implementation of agricultural projects. Manage the provision and coordination of administration and other related services pertaining to projects. Manage the development and implementation of policies. Manage the resources of the Directorate.

Enquiries **Mr ZN Dlamini** **Tel: 033 – 343 8157**

DIRECTOR: AGRICULTURAL LIVESTOCK RESEARCH SERVICES

Reference No. SSC41/2021 •Centre: South Service Centre (Cedara) • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 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: An M. Sc. degree in Agriculture, a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Experience:** 5 years' middle management experience in an Agricultural Research environment. **Knowledge:** RSA Constitution, National Environmental Management Act, Conservation Agricultural Resources Act, National Water Act, National Veld and Forest Fire Act, Livestock Brands Act, Agricultural Research Act, The New Growth Plan, Agricultural Policy Action Plan, Medium Term Strategic Framework, Agricultural Development Policy for KZN, National Development Plan, Provincial Growth and Development Plan, Sound understanding of agricultural research methodologies and application of practices and techniques, Animal Husbandry, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Community Development, Public Participation, 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 and Promotion of Administrative Justice Act. **Skills:** Language proficiency, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research and development, leadership, financial management, time management, report writing (scientific papers, technical reports, popular articles), problem solving and analysis, communication, conflict management, change management, decision making and people management, sound and relevant technical skills regarding agricultural livestock research, data analysis, scientific methodology and models, creativity, innovation, diplomacy, project management and planning and policy development and interpretation.

Key Performance Areas: Manage livestock science research services. Manage grass and forage scientific research services. Manage and maintain agricultural research farms. Provide strategic research direction on scientific matters. Develop agricultural research policies and strategies. Manage resources of the directorate.

Enquiries Dr. FN Mkhize **Tel: 033 – 355 9316**

DISTRICT DIRECTOR: UTHUKELA DISTRICT

Reference No. SSC42/2021 •Centre: uThukela District • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 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 4-year B. Sc Agricultural Sciences / 4-year Bachelor degree (post graduate) in Agriculture (NQF level 8), a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Experience:** 5 years' middle management experience in the agricultural extension and advisory services related environment. **Knowledge:** RSA Constitution, White Paper on Agriculture for KZN, 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:** Language proficiency, 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, self-disciplined and able to work under pressure with minimum supervision, relationship management, decision making and people management.

Key Performance Areas: Manage the provision of Agricultural Extension and Advisory Services. Manage District agricultural projects. Manage the provision of all agricultural specific interventions and engineering support. Contribute to the development and implementation of policies. Manage the provision of Administrative support to the District (including the support to Animal Health Institutions – Veterinary Services – operating within the district boundaries. Manage the resources of the directorate.

Enquiries Mr ZN Dlamini **Tel: 033 – 343 8157**

DIRECTOR: VETERINARY SERVICES – AREA 2

Reference No. SSC43/2021 •Centre: South Service Centre (Cedara) • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 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 Veterinary Medicine and Surgery (post graduate) (BVMCH) (NQF 8), Registration with the South African Veterinary Council (SAVC) as a Veterinarian, a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Knowledge:** RSA Constitution, Animal Diseases Act, Meat Safety Act, Fertilizer, Farm Feeds and Related substance Act, Medicines and Related Substances Control Act, Animal Identification Act, Veterinary and Para-Veterinary Professions Act, Livestock Improvement Act, Animal Protection Act, Performing Animal Protection Act, PSA, PFMA, Strategy and Policy Development, National Interventions, PSR, LRA, EPMDs, BCEA, Community Development, Public Participation, 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:** Disease diagnostics, project management, presentation, organizational, communication (verbal and written), conflict management, financial management, HR management, strategic planning, diplomacy literacy, language, listening, presentation, analytical thinking, interpersonal relations, computer skills, research, leadership, time management, report writing, problem solving, change management, decision making and people management.

Key Performance Areas: Manage the provision of Animal Health Services. Ensure the effective prevention, control and/or eradication of controlled and non-controlled diseases. Manage the provision of export/import certification. Manage dip tank rehabilitation and maintenance. Develop veterinary research policies and strategies. Manage resources of the Directorate.

Enquiries Dr. TA Sikhakhane Tel: 033 355 9331

DIRECTOR: VETERINARY SUPPORT SERVICES

Reference No. SSC44/2021 •Centre: South Service Centre (Allerton Laboratory) • Salary: R1 057 326 p.a. all-inclusive salary SMS 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 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 Veterinary Medicine and Surgery (post graduate) (BVMCH) (NQF 8), Registration with the South African Veterinary Council (SAVC) as a Veterinarian, a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. **Knowledge:** RSA Constitution, Animal Diseases Act, Meat Safety Act, Fertilizer, Farm Feeds and Related substance Act, Medicines and Related Substances Control Act, Animal Identification Act, Veterinary and Para-Veterinary Professions Act, Livestock Improvement Act, Animal Protection Act, Performing Animal Protection Act, PSA, PFMA, Strategy and Policy Development, National Interventions, PSR, LRA, EPMDs, BCEA, Community Development, Public Participation, 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:** Disease diagnostics, project management, presentation, organizational, communication (verbal and written), conflict management, financial management, HR management, strategic planning, diplomacy literacy, language, listening, presentation, analytical thinking, interpersonal relations, computer skills, research, leadership, time management, report writing, problem solving, change management, decision making and people management.

Key Performance Areas: Manage and monitor Veterinary Public Health. Manage the provision of Veterinary Laboratory Services. Manage the provision of Epidemiology Services. Develop veterinary support policies and strategies. Manage resources of the Directorate.

Enquiries Dr. TA Sikhakhane Tel: 033 355 9331

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. 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). **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.**

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Private Bag X 6005
Hilton
3245**

Applications may also be hand delivered to:

**South Service Centre
4 Pin Oak Avenue
Hilton
3245**

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

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CLOSING DATE: 17 JANUARY 2022