



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HR ADMINISTRATION, POLICIES AND PRACTICES

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

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

IDENTICAL CIRCULAR NO: 03 OF 2023

ERRATUM

Reference No. SSC25/2023 • Centres: Harry Gwala District (Ixopo) and ILembe District
(KwaDukuza)

Reference No. NSC15/2023 • Centre: Amajuba District (Newcastle)

**Please be advised that the minimum requirement for the posts of Deputy Director
: Administration Support Services x 3 posts has been amended as follows:**

Minimum Requirements: A National Diploma / Bachelor's Degree in Public Management / Administration / Human
Resource Management / Financial Management (NQF 7) and a valid driver licence.



MR ZN DLAMINI
ACTING HEAD OF DEPARTMENT
AGRICULTURE AND RURAL DEVELOPMENT

11/4/2023
DATE



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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.

DEPUTY DIRECTOR: ADMINISTRATION SUPPORT SERVICES (3 X POSTS)

Reference No. SSC25/2023 • Centres: Harry Gwala District (Ixopo) and ILembe District (KwaDukuza)
Reference No. NSC15/2023 • Centre: Amajuba District (Newcastle)

Salary: R766 584 p.a all-inclusive salary MMS package (level 11)

Minimum Requirements: A National Diploma / Bachelor's Degree in Public Management / Administration / Human Resource Management / Financial Management (NQF 7) and a valid driver licence. **Experience:** 3-5 years' supervisory experience in an administration environment. **Knowledge:** Sound knowledge of RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDs, LRA, OHS Act, 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, Subsidies 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 Deaf Act. **Skills:** Financial Management, people management, problem solving, time management, decision making, planning, organising, leadership, project planning, conflict management, communication (verbal and written), interpersonal relations, good organising abilities, policy analysis and development, motivational skills, computer skills, report writing and influencing skills

Key Performance Areas: Ensure the provision of effective and efficient Supply Chain Management services in accordance with SCM Legislative and Policy Framework. Manage the provision of financial services in accordance with prescripts. Manage office administration support services. Manage the provision of Human Resource services. Manage the resources of the division.

Enquiries:	Ms DDS Zulu	039-8347600 (Harry Gwala District)
	Mr NF Gumede	032-4377508 (ILembe District)
	Ms N Ndlovu	034-3153936 (Amajuba District)