



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, DEPUTY DIRECTOR-GENERAL, CHIEF DIRECTORS, DIRECTORS AND ALL STAFF

IDENTICAL CIRCULAR NO: 03 OF 2023

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 Acting 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: 03 OF 2023

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: 6 APRIL 2023

MR ZN DLAMINI
ACTING HEAD OF DEPARTMENT
AGRICULTURE AND RURAL DEVELOPMENT

17/3/2023

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. Invited candidates will attend interviews at their own cost.

FOR RE-ADVERTISEMENTS APPLICANTS WHO PREVIOUSLY APPLIED MUST PLEASE RE-APPLY

SENIOR PROJECT MANAGER (3 x POSTS)

Reference no. **SSC22/2023** • Centre: **Cedara – Head Office**

Salary: **R908 502 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**

DEPUTY DIRECTOR: VETERINARY SUPPORT SERVICES

Reference no. **SSC23/2023** • Centre: **Allerton Veterinary Laboratory - Pietermaritzburg**

Salary: **R908 502 p.a. all-inclusive salary MMS package (level 12)**

Minimum Requirements: An NQF 8 Bachelor of Veterinary Medicine and Surgery (BVMCh) / A Bachelor in Veterinary Science plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid driver's license. **Experience:** 3 – 5 years' veterinary and management experience. **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDs, Basic Conditions of Employment Act, Community Development, public participation, community outreach, project management principles, millennium development goals, social dynamics of KZN communities, NYDA Act, Youth Development Policy, National and Provincial Practice Notes, SCM Practices and Procedures, Promotion of Access to Information Act, Service Delivery Frameworks, Human Rights Act, Bill of Rights, Promotion of Administrative Justice Act, Skills Development Act, Higher Education and Training Act, Further Education and Training Act, HRD Strategy of South Africa, National Skills Development Strategy, National Development Act, National Skills Accord, Your Employment Accord, Basic Education Accord, National Development Plan, Treasury Regulations, Criminal Procedure Act, KZN Citizen's Charter, Security Management Act, Minimum Physical Security Standards, OHS Act, Intergovernmental matters, Ministerial Handbook, Protocol Manual of South Africa and Promotion of Equality and Prevention of Unfair Discrimination Act. **Skills:** Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, be

self-disciplined and able to work under pressure, leadership, project management, people management, relationship management and decision making.

Key Performance Areas: Manage and coordinate the functioning of the veterinary laboratories. Ensure compliance of laboratories with ISO 17025 standard and OIE requirements. Manage the rendition of advisory services to state veterinarians, animal health technicians, private veterinarians and farmers. Ensure efficient and effective revenue collection by laboratories. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate.

Enquiries: Dr. SL Chisi Tel: 079 506 2077

LOCAL AGRICULTURAL MANAGER (2 X POSTS)

Reference No. SSC24/2023 • Centre: Umbumbulu Local Municipality – Ethekwini District
Reference No. NSC13/2023 • Centre: Mbonambi Local Municipality – King Cetshwayo District

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

Minimum Requirements: A 4 year B.Sc degree in Agriculture or a 3 year Bachelor's degree in Agriculture plus an Honours degree in Agriculture or a National Diploma in Agriculture plus a B.Tech degree in Agriculture, compulsory registration with SACNASP as a Natural Scientist or Professional Scientist and a valid driver's license. **Experience:** 8 – 10 years' experience in an Agricultural Environment. **Knowledge:** 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, Public Service Act, Public Service Regulation, PFMA, Labour Relations Act, 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, public speaking, computer literacy, management, social facilitation and conflict management.

Key Performance Areas: Manage the provision of Agricultural Extension and Advisory Services. Manage the implementation of local agricultural projects. Implement agricultural specific intervention. Promote partnerships and cooperation with relevant role players. Develop policies and strategies aimed at improving service delivery. Manage resources of the local municipality.

Enquiries Mr LL Jongisa Tel: 033 – 355 9299

PRINCIPAL

Reference no. NSC14/2023• Centre: Owen Sitole College of Agriculture

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

Minimum Requirements: A B.Sc in Agriculture /Bachelor of Agriculture plus an Honours degree in Agriculture (NQF 8) and a valid driver's license. **Experience:** 3 years' experience in an academic institution environment. **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDS, BCEA, project management principles, Higher Education Act, Continuing Education and Training Act and accreditation bodies. **Skills:** Formal training and presentation, language, listening, interpersonal relations, computer, organisational development, leadership, time management, report writing, problem solving, communication, conflict management, change management, project management, relationship management, decision making, facilitation, negotiation, policy analysis and financial management.

Key Performance Areas: Manage the provision of structured agricultural education. Provide student support administration and infrastructure improvement. Manage the provision of training resources and library services. Develop policies and strategies. Manage resources of the sub-directorate.

Enquiries: Dr. FNP Qwabe

033 3559113

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 plus a B.Tech Degree or a Bachelor's Degree in Public Management/Administration/Human Resource Management/Financial Management (NQF 7) and a valid driver's license.

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, Subsidised 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 Death 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 Tel: 039 – 834 7600 (Harry Gwala District)
 Mr NF Gumede Tel: 032 – 437 7508 (Ilembe District)
 Ms N Ndlovu Tel: 034 – 315 3936 (Amajuba District)

DEPUTY DIRECTOR: SKILLS DEVELOPMENT – HUMAN RESOURCE DEVELOPMENT

Reference No. SSC26/2023 • Centre: Cedara – Head Office

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

Minimum Requirements: National Diploma or Degree in Human Resource Management/Public Administration/Public Management and a valid driver's licence. **Experience:** 3 years' relevant junior management experience in Human Resource Management/Human Resource Development. **Knowledge:** PFMA, Public Service Act, Public Service Regulations, Policies and Procedures and Systems pertaining to HRD field, National Public Services HRD Strategy, National Skills Development Strategy, National Integrated HRD Plan and HR Connect. **Skills:** People management, problem solving, time management, decision making, planning, organising, leadership, project management, project planning, conflict management, communication (verbal and written), interpersonal skills, innovation, analytical, good interpersonal relations, policy analysis and development, management and administration, research, facilitation, motivational, influencing, computer, report writing and presentation.

Key Performance Areas: Manage Skills Planning Services. Manage skills development programmes. Monitor, evaluate and report on skills planning and development. Develop strategies, policies and procedures. Manage the resources of the sub-directorate.

Enquiries: Dr. CB Sibiya Tel: 033 – 355 9249

SENIOR LEGAL ADMINISTRATION OFFICER (MR6)

Reference no. SSC27/2023 • Centre: Cedara – Head Office

Salary: R495 354 p.a. (OSD)

Minimum requirements: An LLB Degree or equivalent qualification and also be admitted as an Advocate/Attorney with a valid driver's license. **Experience:** At least 8 years' appropriate post qualification legal experience. **Knowledge:** Sound knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act Constitutional and Administrative Law, Contract Law and Interpretation of statutes and other relevant public sector legislation would be strongly recommended. **Skills:** Computer Literacy, Exceptional writing and communication skills, problem solving and analytical skills• Well developed research and legal drafting skills.

Key Performance Areas: Render legal advice and support on a multitude of legal matters relevant to the Department including the drafting of legal opinions and guidelines or any other policies to facilitate the implementation of relevant legislation, drafting, editing and interpretation of contracts, assist in litigious matters by and against the Department. Assist to formulate, draft and edit provincial legislation. Comply with legal obligations arising out of PAIA and PAJA. Assist with disciplinary enquiries and arbitration hearings. Supervise and mentor junior staff.

Enquiries : Ms N Seegobin Tel. 033 3559118

ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SALARY ADMINISTRATION

Reference No. SSC28/2023 • Centre: South Service Centre - Hilton

Salary: R393 711p.a (level 09)

Minimum Requirements: A National Diploma in Human Resource management (NQF 6) and a valid driver licence. **Experience:** 3 years' supervisory experience in human resource administration. **Knowledge:** Public Service Act, Public Service Regulations, Relevant PERSAL administration, departmental HR Policies, relevant Human Resource Legislation, EPMDS, Basic Conditions of Employment Act, SMS Handbook and the Ministerial Handbook. **Skills:** Communication (verbal and written), computer, presentation, supervisory, time management, report writing, problem solving, conflict management, project planning, policy analysis and interpretation.

Key Performance Areas: Administer the provision of recruitment and selection. Administer HR Provisioning services. Administer the provision of salary administration. Provide advice and guidance, input to policy and reporting. Manage resources of the unit.

Enquiries: Mrs RN Ndwandwe Tel: 033 - 3438381

SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE CD: AGRICULTURAL RESEARCH, DEVELOPMENT AND TRAINING INSTITUTES

Reference No. SSC29/2023 • Centre: Cedara – Head Office

Salary: R331 188p.a (level 08)

Minimum Requirements: A National Diploma in Public Administration/Public Management/ any relevant Social Science degree and a valid driver licence. **Experience:** 3 years' administrative experience in the Public Management environment. **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework, EPMDS, Basic Conditions of Employment Act, Project Management principles, National and Provincial Practice Notes, SCM practices and procedures and Treasury Regulations. **Skills:** Computer, planning and organising, language, good verbal and written communication, financial management, research and time management.

Key Performance Areas: Provide office support services. Maintain and update records management for the office of the CD. Provide input into policy development and administer the reception of the CD's office. Manage the resources allocated.

Enquiries: Dr. FNP Qwabe Tel: 033 - 3559113

PERSONAL ASSISTANT TO THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION, POLICIES AND PRACTICES

Reference No. SSC30/2023 • Centre: Cedara - Head Office

Salary: R269 214 p.a (level 07)

Minimum Requirements: A Secretarial Diploma or equivalent qualification and a valid driver's licence. **Experience:** 3 – 5 years' experience in rendering a support service to senior management. **Knowledge:** Sound knowledge of relevant legislation/policies/prescripts and basic knowledge on financial administration. **Skills:** Communication skills (verbal and written) and the ability to communicate well with people at different levels and from different backgrounds, good telephone etiquette, computer literacy, sound organisational and interpersonal relations, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents, presentation skills, self-management and motivation.

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

Enquiries: Mrs ML Oram Tel: 033 – 3438377

FARM FOREMAN: CEDARA RESEARCH FARM (RE-ADVERTISEMENT)

Reference No. SSC31/2023 • Centre: Cedara Research Station

Salary: R181 599 p.a (level 05)

Minimum Requirements: • A Senior Certificate or a National Certificate (Vocational). **Experience:** 1 year's relevant experience. **Knowledge:** Basic farming activities. **Skills:** Communication and understanding. Use of basic farm hand tools.

Key Performance Areas: Oversee the implementation of routine activities in respect of research and crop production. Ensure timeous harvesting and storage of grain and fodder. Ensure general beautification and ground keeping. Perform general routine activities which include inter alia cleaning of farm building facilities; disposal of waste material, care for farming equipment; firefighting and prevention, burning fire breaks and block burning; alien weed control; staff supervision and management inclusive of leave, EPMDS, overtime, training, discipline and motivation; secure and safe storage of farming assets. Execute general routine activities in respect of infrastructure, which would include inter alia maintenance/repair roads, canals, dams, drinking troughs; animal housing, buildings and small farm structure repair (in support of carpentry and construction activities); irrigation infrastructure, pumps, pipelines, valves and reservoirs.

Enquiries: Mr JA Janse van Rensburg Tel: 033 – 3559328

RECEPTIONIST – OFFICE OF THE HOD

Reference No. SSC32/2023 • Centre: Cedara – Head Office

Salary: R151 884 p.a (level 04)

Minimum Requirements: A National Senior Certificate/Senior Certificate or National Certificate (Vocational). **Knowledge:** Telephone etiquette, customer care and Batho Pele Principles. **Skills:** Computer literacy, interpersonal relations, communication skills and basic written communication skills.

Key Performance Areas: Render switchboard services. Render reception functions. Maintain switchboard system.

Enquiries: Mr N. Mdlalose Tel: 033 -355 9690