



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-GENERALS, CHIEF DIRECTORS, DIRECTORS AND ALL STAFF

IDENTICAL CIRCULAR NO: 07 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

Applicants using the manual application process must submit their applications on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed, duly signed and initialled as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted.

Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

All applications must be addressed to the Acting Head of Department and should be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses kznjobssouth@kzndard.gov.za

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

CLOSING DATE: 23 SEPTEMBER 2023

MR ZN DLAMINI
ACTING HEAD OF DEPARTMENT

01/09/2023

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. Invited candidates will attend interviews at their own cost.

NOTE:

For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

<u>POST</u>	:	<u>DIRECTOR: INTERGOVERNMENTAL AND INTERNATIONAL RELATIONS</u> <u>REF. NO. SSC65/2023</u>
<u>SALARY</u>	:	R1 162 200 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.
<u>CENTRE</u>	:	Cedara – Head Office
<u>REQUIREMENTS</u>	:	An NQF level 7 degree in Public Administration / Public Management / Intergovernmental Relations and a valid code EB driver's license. Experience: 5 years middle management in public administration / intergovernmental and international relations field. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework Act, EPMDS, Basic Conditions of Employment Act, Community Development, Social Facilitation, Development Finance, Public Participation, Project Management Skills, Millennium Development Goals, National and Provincial Practice Notes, SCM Practices and Procedures, National Development Plan, Youth Employment Accord, Provincial Growth and Development Plan, Treasury Regulations, Intergovernmental matters, Ministerial Handbook, Protocol Manual of South Africa, Trade, Marketing and Economics. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, financial management, time management, report writing, problem solving, communication, be self-disciplined and be able to work under pressure, leadership, project management, relationship management, decision making, diplomacy and protocol standards.
<u>DUTIES</u>	:	Oversee the coordination of the Department's participation in structures and institutions to promote intergovernmental relations services. Promote compliance with resolutions of cooperative government structures. Oversee the maintenance of stakeholder relationships. Manage the development and implementation of policies. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms NZ Ndelela Tel: 033 - 3559623