



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: 02 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 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



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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: 25 MARCH 2023

MR ZN DLAMINI
ACTING HEAD OF DEPARTMENT
AGRICULTURE AND RURAL DEVELOPMENT

16/3/2023
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.

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

GENERAL ADMINISTRATION CLERK - SUPERVISOR

Reference No. SSC15/2023 • Centre: Cedara College of Agriculture • Salary: R269 214 p.a (level 07)

Minimum Requirements: A National Senior Certificate/Senior Certificate or National Certificate (Vocational). **Experience:** 3 years' administrative experience. **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDs, Batho Pele Principles, Basic Conditions of Employment Act, Departmental Policies, Records Management/Filing Systems, clerical duties, practices and ability to capture data. **Skills:** Computer, planning and organising, language, good verbal and written communication, reliability, honesty, responsible, listening, presentation, interpersonal relations, problem solving, financial management, analytical, report writing, time management and project planning.

Key Performance Areas: Supervise and render general clerical support services. Supervise and provide supply chain and asset clerical support services. Supervise and provide financial administration support services. Supervise and provide personnel administration clerical support services. Supervise human resources.

Enquiries: Mr B. Lutge Tel: 033 – 3559306

GENERAL ADMINISTRATION CLERK (4 X POSTS)

Reference No. NSC05/2023 • Centre: Owen Sitole College of Agriculture • Salary: R181 599 p.a (level 05) (2 x posts)

Reference No. SSC16/2023 • Centre: Cedara College of Agriculture • Salary: R181 599 p.a (level 05) (2 x posts)

Minimum Requirements: A National Senior Certificate/Senior Certificate or National Certificate (Vocational). **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Batho Pele Principles, Basic Conditions of Employment Act, Departmental Policies, Records Management/Filing Systems, knowledge of clerical duties, practices as well as the ability to capture data. **Skills:** Computer, planning and organising, language, good verbal and written communication, reliability, honesty, responsible, presentation, interpersonal relations and problem solving.

Key Performance Areas: Render clerical support services. Provide supply chain management clerical support services. Provide asset support services. Provide financial administration support services. Provide personnel administration clerical support services.

Enquiries: Mr NSM Ngcobo Tel: 035 795 1345 (OSCA)
Enquiries: Mr B. Lutge Tel: 033 – 3559306 (Cedara)

GENERAL ADMINISTRATION CLERK: STUDENT FINANCES (2 X POSTS)

Reference No. NSC06/2023 • Centre: Owen Sitole College of Agriculture • Salary: R181 599 p.a (level 05)

Reference No. SSC17/2023 • Centre: Cedara College of Agriculture • Salary: R181 599 p.a (level 05)

Minimum Requirements: • A National Senior Certificate/Senior Certificate or National Certificate (Vocational). **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Batho Pele Principles, Basic Conditions of Employment Act, Departmental Policies, Records Management/Filing Systems, knowledge of clerical duties, practices as well as the ability to

capture data. PASTEL Accounting package (SAGE). **Skills:** Computer, planning and organising, language, good verbal and written communication, reliability, honesty, responsible, listening, presentation, interpersonal relations, problem solving and financial management.

Key Performance Areas: Render general clerical support services. Provide bookkeeping support services. Provide financial administration support services for student finances. Reconcile and report on Treasury and SCU account. Render and maintain good customer relations.

Enquiries: Mr NSM Ngcobo Tel: 035 795 1345 (OSCA)
Enquiries: Mr B. Lutge Tel: 033 – 3559306 (Cedara)

HOUSEKEEPING SUPERVISOR (RE-ADVERTISEMENT)

Reference No. SSC18/2023 • Centre: Cedara College of Agriculture • Salary : R151 884 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

TRACTOR DRIVER/OPERATOR (RE-ADVERTISEMENT)

Reference No. NSC07/2023 • Centre: Owen Sithole College of Agriculture • Salary: R151 884 p.a (level 04)

Minimum Requirements: • Grade 10, a valid code C1 driver's licence and one year's tractor driver experience. **Knowledge:** Utilization of tractors and farming implements, inspection and basic maintenance of tractors and implements. **Skills:** Cleaning, operating equipment, communication, understanding, language, reading, listening, time management, ability to operate a tractor and to use farming implements and specialized machinery.

Key Performance Areas: Operate a tractor with various farm implements e.g. ploughs, rippers, planters, crop sprayers, etc. to produce crops. Operation of tractors and farm machinery in respect of crop and fodder harvesting. Perform daily inspection and maintenance of tractors and farming implements. Tractor operation for general farming activities. Operate a specialized machinery e.g. post hole digger, grader, bobcat, bulldozer, TLB, crane etc.

Enquiries: Mr NSM Ngcobo Tel: 035 – 7951345

DRIVER/MESSENGER (3 X POSTS) (RE-ADVERTISEMENT)

Reference No. SSC19/2023 • Centre: Cedara College of Agriculture • Salary: R151 884 p.a (level 04)
Reference No. NSC08/2023 • Centre: Owen Sitole College of Agriculture • Salary: R151 884 p.a (level 04) (2 x posts)

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 NSM Ngcobo Tel: 035 – 7951345 (OSCA)

GROUNDSMAN (4 X POSTS) (RE-ADVERTISEMENT)

Reference No. NSC09/2023 • Centre: Owen Sitole College of Agriculture • Salary: R107 196 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 NSM Ngcobo Tel: 035 – 7951345

HOUSEHOLD AID (2 X POSTS) (RE-ADVERTISEMENT)

Reference No. NSC10/2023 • Centre: Owen Sitole College of Agriculture • Salary: R107 196 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 NSM Ngcobo Tel: 035 – 7951345

LAUNDRY SERVICES AID (2 x POSTS) (RE-ADVERTISEMENT)

Reference No. SSC20/2023 • Centre: Cedara College of Agriculture • Salary: R107 196 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) (RE-ADVERTISEMENT)

Reference No. NSC11/2023 • Centre: Owen Sitole College of Agriculture • Salary: R107 196 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 NSM Ngcobo Tel: 035 – 7951345

FARM AID (7 X POSTS) (RE-ADVERTISEMENT)

Reference No. SSC21/2023 • Centre: Cedara College of Agriculture • Salary: R107 196 p.a (level 02) (2 x posts)

Reference No. NSC12/2023 • Centre: Owen Sithole College of Agriculture • Salary: R107 196 p.a (level 02) (5 x posts)

Minimum Requirements: • NQF Level 1 or 2 (ABET level 2/3 certificate). **Knowledge:** Basic farming activities and knowledge of Health and Safety measures. **Skills:** Use of basic farm hand tools, cleaning, operating equipment, communication, reading, listening and time management.

Key Performance Areas: Perform general activities in respect of crop production and livestock. Perform general routine activities e.g. cleaning of farm building facilities, disposal of waste material, provide water supply for livestock and farm buildings, loading/offloading of farming related materials. Assist with general routine activities in respect of infrastructure.

Enquiries:

Mr B. Lutge	Tel: 033 – 3559306 (Cedara)
Mr NSM Ngcobo	Tel: 035 – 7951345 (OSCA)