



**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: 08 OF 2023**

The contents 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 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](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email addresses [kznjobssouth@kzndard.gov.za](mailto: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](http://www.kznonline.gov.za/kznjobs)

**CLOSING DATE:                      03 NOVEMBER 2023**

09/10/2023

**MR ZN DLAMINI**  
**HEAD OF DEPARTMENT**  
**AGRICULTURE AND RURAL DEVELOPMENT**



## 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.**

<b><u>POST</u></b>	:	<b><u>PROFESSIONAL ENGINEER GRADE A/B/C (2 x POSTS)</u></b>
		<b><u>REF. NO. SSC66/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R795 147p.a. (all-inclusive OSD remuneration package) Grade B: R894 042p.a (all-inclusive OSD remuneration package) Grade C: R1 020 087p.a. (all-inclusive OSD remuneration package)
<b><u>CENTRE</u></b>	:	<b>Cedara – Head Office</b>
<b><u>REQUIREMENTS</u></b>	:	B. Engineering / BSc. Engineering degree in Agricultural Engineering or Civil Engineering, registration with ECSA as a Professional Engineer (not a Candidate Engineer) and a valid driver's license. <b>Experience:</b> 3 years' post qualification Agricultural Engineering or Civil Engineering experience. <b>Knowledge:</b> Sound knowledge of project management, engineering design and analysis, legal compliance, creating high performance culture, networking and professional judgement in the Agricultural Engineering field. <b>Skills:</b> Innovative, problem solving, planning and analysing, decision-making, teamwork, creativity, communication (verbal and written), customer focus, responsiveness and computer literacy. CAD and GPS survey skills will be an advantage.
<b><u>DUTIES</u></b>	:	To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through investigation. Following an approved CPD programme for continued professional registration purposes. To perform all aspects of varied innovative and complex agricultural engineering activities that result in progress in technology and engineering applications in one or more of the following fields of agricultural engineering > irrigation and water supply > mechanization > farm structures > animal handling facilities > soil conservation > food processing > energy. Design new systems to solve practical agricultural engineering challenges, improve efficiency and enhance safety. Provide an extension service to farmers and other clients with respect to engineering and soil conservation. Office administration and budget planning. Execution of and reporting on technical research and development.
<b><u>ENQUIRIES</u></b>	:	<b>Ms SE Ndlela – Tel. 033 3438024</b>
<b><u>POST</u></b>	:	<b><u>ENGINEERING TECHNICIAN (MECHANICAL) GRADE A/B/C</u></b>
		<b><u>(12 MONTHS' CONTRACT)</u></b>
		<b><u>REF. NO. SSC67/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R353 013p.a. (salary level OSD) Grade B: R398 865p.a (salary level OSD) Grade C: R451 587p.a. (salary level OSD)
<b><u>CENTRE</u></b>	:	<b>Cedara – Head Office</b>
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Mechanical Engineering, compulsory registration with ECSA as an Engineering Technician (not a Candidate Engineering Technician) and a valid driver's license. <b>Experience:</b> 3 years' post qualification engineering experience. <b>Knowledge:</b> Technical design and analysis, computer-aided engineering applications, legal compliance. <b>Skills:</b> Project management, research and development, technical report writing, computer, communication, planning and organizing, decision making, teamwork and creativity, problem solving and analysis, customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Render technical services by assisting engineers in technical service and



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support in conjunction with artisans and associated in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Assist in providing inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Planning and design of mechanical infrastructure, irrigation and mechanization (including irrigation schemes, pumps, implements, processing plants, etc.) in compliance with relevant legislation. Render technical support in implementation of projects which includes the monitoring and evaluation of the execution of projects for compliance with drawings and specifications and rendering technical advice on prescribed norms, standards and relevant prescripts. Conduct research and development. Perform administrative and related functions.

- ENQUIRIES** : **Ms SE Ndlela – Tel. 033 3438024**
- POST** : **MECHANICAL ARTISAN GRADE A/B/C (2 X POSTS) (12 MONTHS' CONTRACT)**  
**REF. NO. SSC68/2023**
- SALARY** : Grade A: R220 533p.a. (salary level OSD)  
Grade B: R258 753p.a (salary level OSD)  
Grade C: R299 361p.a. (salary level OSD)
- CENTRE REQUIREMENTS** : **Cedara – Head Office**  
An appropriate Trade Test Certificate in Earth Moving Equipment Mechanic/ Construction Plant Mechanic / Tractor Mechanic / Diesel Mechanic and a valid code C1 driver's license. **Knowledge:** Technical analysis, computer-aided technical applications, legal compliance, production process and skills, technical consulting. **Skills:** Technical report writing, problem solving and analysis, decision-making, teamwork, creativity, self-management, customer focus and responsiveness, communication, computer, project management, planning and organizing.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognized standards. Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired and plant against specification. Service equipment and plant according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions.
- ENQUIRIES** : **Ms SE Ndlela – Tel. 033 3438024**
- POST** : **DRIVER (12 MONTHS' CONTRACT)**  
**REF. NO. SSC69/2023**
- SALARY** : R147 036p.a. (salary level 03)
- CENTRE REQUIREMENTS** : **Cedara – Head Office**  
An NQF level 3 qualification / Grade 10 or 7 – 12 months' relevant experience and a valid code B/EB driver's license with PDP. **Knowledge:** Knowledge of the procedures to operate a motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre.) Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilized, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. **Skills:** Communication, good interpersonal relations, planning, organizing and time management.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items. Do routine maintenance on the allocated vehicle and report defects timeously. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.
- ENQUIRIES** : **Ms SE Ndlela – Tel. 033 3438024**