



CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

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

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

IDENTICAL CIRCULAR NO: 02 OF 2024

The contents of this circular must be brought to the attention of all employees.

DIRECTIONS TO APPLICANTS

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. 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. Applicants using the manual application process must submit their applications on the prescribed form Z83 (PLEASE USE THE NEW Z83 FORM WHICH IS EFFECTIVE FROM 01 JANUARY 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, 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/supporting documents on or before the day of the interview following the communication from Human Resources. All applications must be addressed to the Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245. All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference numbers starting with SSC OR kznjobsnorth@kzndard.gov.za for reference numbers starting with NSC. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE: 13 SEPTEMBER 2024

22/08/2024

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

GROWING KWAZULU-NATAL TOGETHER

#PHEZ'KOMKHONO



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: HOD EXECUTIVE SUPPORT</u>
<u>REFERENCE NO.</u>	:	<u>SSC02/2024</u>
<u>SALARY</u>	:	R1 216 824 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 within one month of 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>	:	A Bachelor degree (NQF level 7) in Office Administration or Public Management and a valid driver's license. Experience: 5 years' relevant middle management experience. Knowledge: RSA Constitution, PSA, PSR, PFMA, LRA, EPMDS, BCEA, Community Development, Project Management Principles, Social Dynamics of KZN communities, Youth Development Policy, National and Provincial Practice Notes, SCM Practices and Procedures, Promotion of Access to Information Act, Human Rights Act, Bill of Rights, Skills Development Act, Higher Education and Training Act, Further Education and Training Act, HRD Strategy of South Africa, Treasury Regulations, Criminal Procedure Act, KZN Citizen's Charter, Security Management Act, Ministerial Handbook, Promotion of Equality and Prevention of Unfair Discrimination Act. Skills: Language proficiency, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, people management and relationship management.
<u>DUTIES</u>	:	Manage the provision of administration support services. Manage the provision of operational coordination support. Provide support to the Head of Department with regard to meetings. Manage provision of organizational risk management services. Manage the development and implementation of policies. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms NZ Ndlela Tel: 033 – 355 9624



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

POST : **DIRECTOR: MANAGEMENT ADVISORY SERVICES**
REFERENCE NO. : **SSC03/2024**
SALARY : R1 216 824 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 within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE : Cedara – Head Office
REQUIREMENTS : A degree in Production Management / Operations Management / Management Services / Public Administration / Human Resource Management (NQF level 7) and a valid driver's license. **Experience:** 5 years' middle management experience in an Organisational Development / Management Advisory Services' environment. **Knowledge:** RSA Constitution, PSA, PSR, LRA, PFMA, EPMDs, BCEA, Project Management Principles, Skills Development Act, Norms and Standards, Cost Benefit Analysis, HR Practices, Compilation of job descriptions, relevant legislations and policies, general office administration practices, Work Study principles and techniques, Business Process Management, performance management, Organisational Design Principles, Management practices and Job Evaluation processes. **Skills:** Language, listening, analytical thinking, organizing, planning, computer literacy, presentation, communication, report writing, conflict resolution, problem solving, project management, people management, decision making, financial management, leadership skills, policy analysis and development, negotiation, and interpersonal relations.

DUTIES : Manage the design and maintenance of organisational structures and post establishment of the department. Manage human resource planning services. Manage job profiling and job evaluation services. Manage the development and implementation of policies and procedures. Manage the resources of the Directorate.

ENQUIRIES : **Ms NZ Ndlela** **Tel: 033 – 355 9624**

POST : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
REFERENCE NO. : **SSC04/2024**
SALARY : R1 216 824 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 within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE : Cedara – Head Office
REQUIREMENTS : A Bachelor degree (NQF level 7) in Human Resource Management or Public Administration and a valid driver's license. **Experience:** 5 years' middle management experience in a Human Resource Development environment. **Knowledge:** RSA Constitution, NDP 2030, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Treasury Regulations, Skills Development Act, Practice Notes in the Public Service, National/Provincial/Departmental HRD and related policies and strategies. **Skills:** Presentation, facilitation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, financial management, time management, report writing, problem solving, communication, leadership, project management, project planning, relationship management, decision-making, conflict resolution, policy



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

		development and interpretation, creativity. Innovation, motivational and influencing.
<u>DUTIES</u>	:	Manage skills development services. Manage performance management and development services. Manage the implementation of HRD Programmes (North and South Service Centres). Manage the development and implementation of HRD strategies, policies and procedures. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms NZ Ndlela Tel: 033 – 355 9624
<u>POST</u>	:	<u>SCIENTIFIC MANAGER GRADE A: GRASS AND FORAGE RESEARCH SERVICES</u>
<u>REFERENCE NO.</u>	:	<u>SSC05/2024</u>
<u>SALARY</u>	:	R1 042 170 p.a. all-inclusive salary OSD package
<u>CENTRE</u>	:	Cedara – Head Office
<u>REQUIREMENTS</u>	:	A four-year Agricultural Science degree and an M.Sc in Agriculture (Grass & Forage / Pasture Sciences), registration with SACNASP as a Professional Natural Scientist and a valid driver's license. Experience: 6 years post M.Sc degree relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques of field of expertise. Skills: Sound technical and generic skills are required in the field of expertise. Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing i.e. scientific papers, technical reports, popular articles, scientific editing and reviewing, communication at a scientific and technical level and at an informative level, programme and project management, presentation, computer aided scientific applications, professional judgement, policy development and analysis, livestock husbandry. Generic: leadership, mentorship, conflict management, financial management, planning and organizing, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking, creating a high performance culture.
<u>DUTIES</u>	:	Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction. Manage scientific research to improve expertise. Manage the budget and assets of the sub-directorate. Manage the human resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr M Magawana Tel: 033 3559258
<u>POST</u>	:	<u>PRINCIPAL</u>
<u>REFERENCE NO.</u>	:	<u>NSC02/2024</u>
<u>SALARY</u>	:	R849 702 p.a. all-inclusive salary MMS package (level 11)
<u>CENTRE</u>	:	Owen Sitole College of Agriculture (OSCA)
<u>REQUIREMENTS</u>	:	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,



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

problem solving, communication, conflict management, change management, project management, relationship management, decision making, facilitation, negotiation, policy analysis and financial management.

DUTIES : 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**

POST : **DEPUTY DIRECTOR: SECURITY SERVICES**
REFERENCE NO. : **SSC06/2024**
SALARY : R849 702 p.a. all-inclusive salary MMS package (level 11)
REQUIREMENTS : A degree or National Diploma in Security Management (NQF 6) and a valid code B driver's license. **Experience:** 3 – 5 years' junior management experience in Security Management. **Knowledge:** Sound knowledge of RSA Constitution, Minimum Information Security Standards (MISS) document, NIA Directives, Control of Access to Public Premises and Vehicle Act, National Key Point Act, State Security Agency Directives, Promotion of Access to Information Act, Minimum Physical Security Standards (MPSS), National Strategic Intelligence Act, Public Service Act and Regulations, PFMA, Access to Information Act, Administration Justice Act, Criminal Procedure Act, Occupational Health and Safety Act, Memorandum of Understanding of VIP Services, Departmental Security Policy, Electronic Security Systems, Control Room Operation, Events Management and SSA Security Manager's Course. **Skills:** Planning and organizing, investigation, interpersonal relations, negotiation skills, research and data analysis, report writing, presentation, leadership, supervision, diplomacy, facilitation, project planning/management, decision making, conflict management, computer skills.

DUTIES : Manage provision of physical security support services (Personnel, Assets, building). Develop and implement vetting and classified documents policies and procedures. Promote security consciousness and awareness. Manage conducting of security assessment and making recommendation for corrective action. Management of the resources of the sub-directorate.

ENQUIRIES : **Mr ZDZ Mbatha Tel: 082 808 1284**

POST : **ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SALARY ADMINISTRATION**
REFERENCE NO. : **NSC03/2024**
SALARY : R444 036 p.a (level 09)
CENTRE : North Service Centre – Richards Bay
REQUIREMENTS : A National Diploma in Human Resource management (NQF 6) and a valid driver's 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.



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

DUTIES : Manage Recruitment and Selection. Manage HR Provisioning Services. Manage Salary Administration. Provide advice and guidance on HR related matters, provide inputs to policy and reporting. Manage resources of the unit.

ENQUIRIES : **Mrs RN Ndwandwe** **Tel: 033 – 343 8498**

POST : **ASSISTANT DIRECTOR: LEAVE ADMINISTRATION**
REFERENCE NO. : **NSC04/2024**
SALARY : R444 036 p.a (level 09)
CENTRE : North Service Centre – Richards Bay
REQUIREMENTS : A National Diploma in Human Resource Management (NQF 6) and a valid driver's licence. **Experience:** 3 years' supervisory experience in human resource administration. **Knowledge:** Public Service Act, Public Service Regulations, Relevant PERSAL functions and procedures, relevant departmental / provincial HR / National Policies and Procedures, relevant DPSA Directives governing leave management in the Public Service, relevant Bargaining Chamber Resolutions, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, Whitepaper on Transformation of the Public Service. **Skills:** Language, listening, presentation, interpersonal, computer, supervisory, time management, report writing, problem solving, communication, conflict management, project planning, innovation, creativity and policy analysis and interpretation.

DUTIES : Management of leave including payments of leave gratuities. Management of incapacity leave. Management of leave auditing. Provide advice and guidance on HR related matters, inputs to policy and reporting. Manage resources of the unit.

ENQUIRIES : **Mrs RN Ndwandwe** **Tel: 033 – 343 8498**

POST : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE HOD**
REFERENCE NO. : **SSC07/2024**
SALARY : R376 413 p.a (level 08)
CENTRE : Cedara – Head Office
REQUIREMENTS : A National Diploma or Degree in Public Management / Public Administration and a valid code B driver's licence. **Experience:** 3 years' administration experience in a Public Management environment. **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework Act, EPMDS, Basic Conditions of Employment Act, Public Participation, Project Management Principles, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Intergovernmental Matters, Ministerial Handbook. **Skills:** Language, listening, analytical thinking, interpersonal, computer, strategic planning, organisational, research, financial management, time management, report writing, problem solving, communication, self-disciplined and ability to work under pressure with minimum supervision, leadership, project management, people management, relationship management, decision making and diplomacy.

DUTIES : Provide office support services. Maintain and update records management for the office of the HOD. Provide input in policy development. Administer the reception for the HOD's office. Manage resources of the office.



KWAZULU-NATAL PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

ENQUIRIES : **Mr N Mdlalose Tel: 033 – 355 9690**

POST : **HUMAN RESOURCE OFFICER SUPERVISOR: SERVICE CONDITIONS**
REFERENCE NO. : **SSC08/2024**
SALARY : R308 154 p.a (level 07)
CENTRE : South Service Centre – Hilton
REQUIREMENTS : A Senior Certificate and a valid driver's licence. **Experience:** 3 years' experience in human resource administration. **Knowledge:** Public Service Act, Public Service Regulations, Relevant PERSAL functions and procedures, relevant Departmental / Provincial HR / National Policies and Procedures, relevant DPSA Directives governing service conditions in the Public Service, relevant Bargaining Chamber Resolutions, EPMDs, Basic Conditions of Employment Act, Labour Relations Act, Whitepaper on Transformation of the Public Service. **Skills:** Language, listening, presentation, interpersonal, computer, supervisory, time management, report writing, problem solving, communication, conflict management, project planning, innovation, creativity and policy analysis and interpretation.

DUTIES : Supervise the implementation of Service Benefits. Supervise the implementation of Exits. Provide human resource administration support services. Facilitate the provision of inputs into policies, procedures and plans. Supervise the resources of the Unit.

ENQUIRIES : **Mrs RN Ndwandwe Tel: 033 – 343 8498**