



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-
GENERALS, CHIEF DIRECTORS, DIRECTORS AND ALL STAFF**

IDENTICAL CIRCULAR NO: 04 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: **23 DECEMBER 2024**

03/12/2024

MR ZN DLAMINI
HEAD OF DEPARTMENT
AGRICULTURE AND RURAL DEVELOPMENT

GROWING KWAZULU-NATAL TOGETHER

#PHEZ'KOMKHONO



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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.

For re-advertisements, previous applicants must please re-apply

<u>POST</u>	:	<u>DIRECTOR: HOD EXECUTIVE SUPPORT (RE-ADVERTISEMENT)</u>
<u>REFERENCE NO.</u>	:	<u>SSC10/2024</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>	:	An NQF level 7 qualification in Public Administration, Public Management, Business Management, Governance, Development Studies/Public Policy, Office Administration, Strategic Management or equivalent qualification in Social Sciences and a valid driver's licence. Experience: 5 years of experience at a middle/senior managerial level. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, 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



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POST	:	STATE VETERINARIAN (RE-ADVERTISEMENT)
REFERENCE NO.	:	NSC05/2024
SALARY	:	R849 702 p.a. all-inclusive salary MMS package (level 11)
CENTRE	:	Zululand District
REQUIREMENTS	:	An NQF level 8 Bachelor of Veterinary Science degree plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid driver's licence. Experience: 1 – 2 years' post qualification relevant experience. Knowledge: Sound knowledge of the Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Animal Identification Act, Animal Health Act, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, BCEA, Community Development, Public Participation, Community Outreach, Project Management Principles and Social dynamics of KZN Communities. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, 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, people management, decision making, facilitation and project planning.
DUTIES	:	Ensure the prevention and control of animal disease. Improve animal health and production by extension and training in disease control methods to communal farmers. Provide primary animal health care and clinical services. Issue import, export certification permits for movement control. Provide veterinary technical support to livestock projects. Provide mentorship to veterinarians serving compulsory community service. Manage financial, human and asset resources.
ENQUIRIES	:	Dr. C. Kutwana Tel: 035 – 780 6716

POST	:	DEPUTY DIRECTOR: SECURITY SERVICES (RE-ADVERTISEMENT)
REFERENCE NO.	:	SSC11/2024
SALARY	:	R849 702 p.a. all-inclusive salary MMS package (level 11)
CENTRE	:	Cedara – Head Office
REQUIREMENTS	:	A Diploma (NQF level 6) in Security Management/Public Management/Public Administration/Policing and Law Enforcement or equivalent qualification and SSA Security Manager's Course and a valid driver's licence. Experience: 3 years' junior management experience in Security Management/Policing and Law Enforcement environment. Knowledge: RSA Constitution, Minimum Information Security Standards (MISS) document, Protection of Information Act, 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 and Events Management. 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	:	Ensure the physical security and safety of assets and personnel. Promote security consciousness and awareness. Conduct security assessments and making recommendations for corrective action. Develop, implement and monitor security policies and procedures to ensure compliance with the relevant legislation. Manage the resources of the component.
ENQUIRIES	:	Mr ZDZ Mbatha Tel: 082 808 1284



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<u>POST</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SALARY ADMINISTRATION (RE-ADVERTISEMENT)</u>
<u>REFERENCE NO.</u>	:	<u>NSC06/2024</u>
<u>SALARY</u>	:	R444 036 p.a (level 09)
<u>CENTRE</u>	:	North Service Centre – Richards Bay
<u>REQUIREMENTS</u>	:	An NQF level 6 National Diploma in Human Resource Management or relevant NQF level 6 qualification related to Human Resource Management and a valid driver's licence. Experience: 3 years' supervisory experience in human resource management. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mrs RN Ndwandwe Tel: 033 – 343 8498
<u>POST</u>	:	<u>ASSISTANT DIRECTOR: LEAVE ADMINISTRATION (RE-ADVERTISEMENT)</u>
<u>REFERENCE NO.</u>	:	<u>NSC07/2024</u>
<u>SALARY</u>	:	R444 036 p.a (level 09)
<u>CENTRE</u>	:	North Service Centre – Richards Bay
<u>REQUIREMENTS</u>	:	An NQF level 6 National Diploma in Human Resource Management or relevant NQF level 6 qualification related to Human Resource Management and a valid driver's licence. Experience: 3 years' supervisory experience in human resource management. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mrs RN Ndwandwe Tel: 033 – 343 8498