



CHIEF DIRECTORATE: HUMAN RESOURCES MANAGEMENT

01 Cedara Road, Pietermaritzburg, 3201

KZN Department of Agriculture & Rural Development, Private Bag X9059, Pietermaritzburg, 3200

TO: MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT, CHIEF DIRECTORS, DIRECTORS AND ALL STAFF

IDENTICAL CIRCULAR NO: 07 OF 2025

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: 28 NOVEMBER 2025



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AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

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07/11/2025

MR ZN DLAMINI
HEAD OF DEPARTMENT
AGRICULTURE AND RURAL DEVELOPMENT



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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 highly 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 due to budgetary constraints.

For the re-advertisement, previous applicants must please re-apply.

POST	:	CHIEF ENGINEER
REFERENCE NO.	:	SSC40/2025
SALARY	:	R1 266 450 p.a. all-inclusive salary OSD package
CENTRE	:	Head Office - Cedara
REQUIREMENTS	:	A Bachelor of Engineering or a BSc Engineering Degree (Agricultural Engineering or Civil Engineering) and a valid driver's licence. Compulsory registration with ECSA as a Professional Engineer. Experience: 6 years' relevant post qualification experience as a registered professional engineer (Agricultural Engineering or Civil Engineering). Knowledge: Programme and project management, engineering, legal and operational compliance, engineering operational communication, process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, engineering design and analysis knowledge, research and development, computer-aided engineering applications, creating high performance culture, technical consulting, engineering and professional judgement, Occupational Health and Safety Standards, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer, people management, planning and organising, conflict management, negotiation, change management and writing.
DUTIES	:	Ensure the development and design of engineering infrastructure plans. Maintain engineering operational effectiveness. Provide technical consulting services on engineering related matters to minimise engineering risks. Provide professional engineering advisory services. Manage the resources of the sub-directorate.
ENQUIRIES	:	Ms SE Ndlela Tel. 033 3438024
POST	:	SCIENTIFIC MANAGER GRADE A – ANALYTICAL SERVICES
REFERENCE NO.	:	SSC41/2025
SALARY	:	R1 099 488 p.a. all-inclusive salary OSD package
CENTRE	:	Cedara Research Station
REQUIREMENTS	:	An M.Sc degree (NQF level 9) in Soil Science / Biochemistry / Microbiology / Chemistry. Compulsory registration with SACNASP as a Professional Natural Scientist. Experience: 6 years' post qualification (M.Sc) natural scientific experience. Knowledge: Occupational Health and Safety Standards, laboratory management and flow, laboratory instrumentation maintenance, calibration and troubleshooting, analytical chemistry, Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD policies, agricultural research methodologies and application of practices and techniques, scientific methodology and models, and legal compliances. Skills: programme and project management, scientific methodology and models, research and development, computer-aided scientific applications, technical report writing, ability to create a high performance culture, professional judgment, analytical skills and data analysis, policy development and analysis, scientific editing and reviewing, communication skills at a scientific and technical level and an informative level, scientific presentation, mentoring, strategic capability and leadership, decision making, team leadership, creativity, financial management, customer focus and responsiveness, computer literacy, networking, planning, organizing and execution, people management, problem solving and analysis.
DUTIES	:	Conduct research and development. Provide strategic leadership and direction and to ensure the development and implementation of policies, systems and procedures. Provide advice and ensure governance. Administer financial resources. Manage Human Resources.
ENQUIRIES	:	Dr. FNP Qwabe Tel: 033 – 355 9365



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POST	:	PROFESSIONAL ENGINEER GRADE A/B/C (2 X POSTS)
REFERENCE NO.	:	SSC42/2025
SALARY	:	Grade A: R879 342p.a. (all-inclusive OSD remuneration package) Grade B: R990 669p.a. (all-inclusive OSD remuneration package) Grade C: R1 127 100p.a. (all-inclusive OSD remuneration package)
CENTRE	:	Head Office - Cedara
REQUIREMENTS	:	A B. Engineering / BSc. Engineering degree in Agricultural Engineering or Civil Engineering, compulsory registration with ECSA as a Professional Engineer and a valid driver's license. Experience: 3 years' post qualification Agricultural Engineering or Civil Engineering experience. Knowledge: Programme and project management, engineering design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing, creating a high-performance culture, professional judgement, networking, Occupational Health and Safety Standards, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis, people management, change management, innovation and writing.
DUTIES	:	Develop and design engineering infrastructure plans. Conduct project inspections and provide progress reports. Conduct research and development. Promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Perform administrative and related duties.
ENQUIRIES	:	Ms SE Ndlela Tel. 033 3438024
POST	:	CONTROL ENGINEERING TECHNICIAN GRADE A (3 X POSTS)
REFERENCE NO.	:	SSC43/2025
SALARY	:	R551 493p.a. (OSD)
CENTRES	:	Harry Gwala, uThukela and uMzinyathi Districts
REQUIREMENTS	:	A National Diploma in Civil Engineering (NQF level 6), compulsory registration with ECSA as an Engineering Technician and a valid driver's licence. Experience: Six (06) years' post qualification technical agricultural or civil engineering experience. Knowledge: Programme and Project Management, engineering design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing, Occupational Health and Safety Standards, National Water Act, Legislation in terms of Water Act, Conservation of Agricultural Resources Act, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, RSA Constitution. Skills: Project planning and management, technical design and analysis, presentation, research and development, technical consulting, problem solving and analysis, decision making, teamwork, creativity, financial management, customer focus and responsiveness, communication, computer, planning and organising, people management, presentation, conflict management, HR Management, literacy, language, listening, analytical thinking, interpersonal relations, research and time management.
DUTIES	:	Manage and control the planning and design of infrastructure, irrigation and mechanisation. Provide technical advisory services. Monitor and evaluate district engineering projects. Manage the resources of the division.
ENQUIRIES	:	Ms SE Ndlela Tel: 033 - 3438024
POST	:	CONTROL SCIENTIFIC TECHNICIAN GRADE A: AGRONOMY
REFERENCE NO.	:	SSC44/2025
SALARY	:	R551 493p.a. (OSD)
CENTRE	:	Cedara Research Station
REQUIREMENTS	:	A National Diploma/ Diploma in Crop Sciences (NQF level 6), compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 6 years' post qualification experience in an agricultural scientific environment. Knowledge: Occupational Health and Safety Standards, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, sound understanding of agricultural research methodologies and application of practices and techniques, scientific methodology and models. Skills: Analytical and data analysis, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, programme and project management, scientific presentation, computer aided scientific applications,



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		policy development and analysis, leadership, mentorship, conflict management, financial management, planning and organizing, analytical, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking and creating a high performance culture.
<u>DUTIES</u>	:	Conduct research and development. Oversee, develop and implement methodologies, policies, systems and procedures. Lead the coordination and development of databases, procedures and regulatory frameworks. Provide strategic leadership on technical scientific matters. Manage resources of the division.
<u>ENQUIRIES</u>	:	Dr. FNP Qwabe Tel: 033 – 355 9365
<u>POST</u>	:	<u>ASSISTANT DIRECTOR: SALARY ADMINISTRATION</u>
<u>REFERENCE NO.</u>	:	<u>SSC45/2025</u>
<u>SALARY</u>	:	R468 459 p.a. (level 09)
<u>CENTRE</u>	:	Head Office - Cedara
<u>REQUIREMENTS</u>	:	An Advanced Diploma / Degree (NQF level 7) qualification in Financial Management and a valid driver's license. Experience: 3 – 5 years' supervisory experience or 3 – 5 years' experience at the level of an Administrative Officer in Financial Management. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, National and Provincial Practice Notes, National Treasury Regulations, PERSAL, BAS, Instruction Notes, Income Tax Act and National Interventions. Skills: Financial Management, people management, problem solving, time management, decision making, planning, organizing, leadership, project planning, conflict management, communication, interpersonal relations, policy analysis and development, management and administration, motivational, computer and report writing.
<u>DUTIES</u>	:	Coordinate the adjustments/creation of certificates (TAX, IRP5, IT3a, etc.). Facilitate and control BAS tax account and pay over to SARS and coordinate the Annual Tax Reconciliation. Administration of departmental debts. Coordinate and control salary administration. Provide advice and guidance and input to policy. Manage resources of the division.
<u>ENQUIRIES</u>	:	Ms JE Joshua Tel: 033 – 355 9134
<u>POST</u>	:	<u>FINANCE CLERK SUPERVISOR: REVENUE CONTROL (RE-ADVERTISEMENT)</u>
<u>REFERENCE NO.</u>	:	<u>SSC46/2025</u>
<u>SALARY</u>	:	R325 101 p.a. (level 07)
<u>CENTRE</u>	:	Head Office – Cedara
<u>REQUIREMENTS</u>	:	A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: 3 years' relevant experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Basic Accounting System (BAS), PFMA, Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act and Departmental Policies and SOPS. Skills: Financial management, computer literacy – MS Office, communication (verbal and written), leadership, problem solving, change management, presentation and interpersonal relations.
<u>DUTIES</u>	:	Verify receipts and deposits of state money. Verify all revenue registers and suspense accounts. Render petty cash services to the Department. Perform administrative and related functions. Supervise human resources.
<u>ENQUIRIES</u>	:	Mrs M Seethal Tel: 033 – 355 9127
<u>POST</u>	:	<u>FINANCE CLERK SUPERVISOR: BOOKKEEPING AND LOSS CONTROL</u>
<u>REFERENCE NO.</u>	:	<u>SSC47/2025</u>
<u>SALARY</u>	:	R325 101 p.a. (level 07)
<u>CENTRE</u>	:	Head Office – Cedara
<u>REQUIREMENTS</u>	:	A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: 3 years' experience in a Financial Accounting Environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, National and Provincial Treasury Practice Notes, Treasury Regulations, Division of Revenue Act, Batho Pele Principles, BAS, LOGIS, PERSAL, Basic Conditions of Employment Act and Departmental Policies and SOPS. Skills: Financial management, computer literacy, communication (verbal and written), leadership, problem solving, change management, presentation and interpersonal relations.
<u>DUTIES</u>	:	Prepare monthly, quarterly and annual reports. Administer interdepartmental



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: Ms JE Joshua Tel: 033 – 355 9134

POST REFERENCE NO. SALARY CENTRES REQUIREMENTS

: **GENERAL ADMINISTRATION CLERK (SUPERVISOR) (3 X POSTS)**
: **NSC22/2025**
: R325 101 p.a. (level 07)
: uMkhanyakude, King Cetshwayo, Zululand Districts
: A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: 3 – 5 years' clerical experience. Knowledge: Clerical duties and practices as well as the ability to capture data, operating a computer and collecting statistics, legislative framework governing the Public Service, working procedures in terms of the working environment, Public Service Act, Public Service Regulations, RSA Constitution, PFMA, HRM Policies, Finance Policies. Skills: Computer, planning and organization, interpersonal relations, language, flexibility, verbal and written communication, basic analytical thinking, time management and reasoning.

DUTIES

: Provide coordination of administrative financial support. Supervise and provide supply chain and asset clerical support services within the component. Provide HR Management support services. Provide record and administration clerical support services. Provide auxiliary and receptionist support. Supervise human resources.

ENQUIRIES

: Mr TH Ngcobo Tel: 035 550 0210 (uMkhanyakude)
: Mr SA Shandu Tel: 035 473 0402 (King Cetshwayo)
: Mr MD Dlamini Tel: 035 874 9006 (Zululand)

POST

: **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: AGRICULTURAL RESEARCH, DEVELOPMENT AND TRAINING INSTITUTES**

REFERENCE NO. SALARY CENTRE REQUIREMENTS

: **SSC48/2025**
: R325 101 p.a. (level 07)
: Head Office - Cedara
: A Secretarial Diploma or relevant equivalent qualification (one year qualification) and a valid driver's license. Experience: 3 years' experience in rendering support service to senior management. Knowledge: Public Service Act, Public Service Regulations, Public Systems and Procedures, knowledge on the relevant legislation, policies, prescripts and procedures, Financial Administration and Office Administration. Skills: language, good verbal and written communication, good telephone etiquette, computer literacy, organisational, people, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation.

DUTIES

: Provide a secretarial and receptionist support service to the Chief Director. Render administrative support duties. Provide support to the Chief Director during meetings. Support the Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts, policies and other documents to ensure the application thereof is understood properly.

ENQUIRIES

: Dr. FNP Qwabe Tel: 033 – 355 9365

POST

: **PERSONAL ASSISTANT TO THE DIRECTOR: AGRICULTURAL CROP RESEARCH SERVICES**

REFERENCE NO. SALARY CENTRE REQUIREMENTS

: **SSC49/2025**
: R325 101 p.a. (level 07)
: Head Office - Cedara
: A Secretarial Diploma or relevant equivalent qualification (one year qualification) and a valid driver's license. Experience: 3 years' experience in rendering support service to senior management. Knowledge: Public Service Act, Public Service Regulations, Public Systems and Procedures, knowledge on the relevant legislation, policies, prescripts and procedures, Financial Administration and Office Administration. Skills: language, good verbal and written communication, good telephone etiquette, computer literacy, organisational, people, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation.

DUTIES

: Provide a secretarial and receptionist support service to the Director. Render administrative support duties. Provide support to the Director during meetings. Support the Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts, policies and other documents to ensure the application thereof is understood properly.



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ENQUIRIES

: Dr. FNP Qwabe Tel: 033 – 355 9365

POST REFERENCE NO. SALARY CENTRE REQUIREMENTS

: **REGISTRY CLERK (SUPERVISOR): RECORDS MANAGEMENT**
: **NSC23/2025**
: R325 101 p.a. (level 07)
: North Service Centre, Richards Bay
: A Senior Certificate/ National Senior Certificate (Matric). Experience: 3 – 5 years' experience in a registry environment. Knowledge: National Archives Act, KZN Archives Records Services Act. RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, Public Participation, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Occupational Health and Safety Regulations, registry duties, practices as well as the ability to capture data and operate a computer, storage and retrieval procedures in terms of the working environment. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, financial management, time management, report writing, problem solving, communication, be self-disciplined and have the ability to work under pressure with minimum supervision, leadership, people management, relationship management, people management and diplomacy.

DUTIES

: Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / or disposal. Supervise human resources

ENQUIRIES

: Ms MN Mhlongo Tel: 033 – 355 9397