

**CHIEF DIRECTORATE: HUMAN RESOURCES MANAGEMENT**

01 Coopers Road, Pietermaritzburg, 3201

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

**TO: MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT, CHIEF DIRECTORS,  
DIRECTORS AND ALL STAFF****IDENTICAL CIRCULAR NO: 03 OF 2026/2027**

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](http://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](http://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 Acting Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, 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. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: [kznjobssouth@kzndard.gov.za](mailto:kznjobssouth@kzndard.gov.za) for reference numbers starting with SSC OR [kznjobsnorth@kzndard.gov.za](mailto: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](http://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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. 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:****22 MAY 2026**



**KWAZULU-NATAL PROVINCE**

**AGRICULTURE AND RURAL DEVELOPMENT**  
REPUBLIC OF SOUTH AFRICA

**Inspiring** New Hope

24/04/2026

**DR. FNP QWABE**  
**ACTING HEAD OF DEPARTMENT**  
**AGRICULTURE AND RURAL DEVELOPMENT**





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.

- POST** : **SCIENTIFIC MANAGER GRADE A – NATURAL RESOURCES**
- REFERENCE NO.** : **SSC02/2026**
- SALARY** : R1 143 468 p.a. all-inclusive salary OSD package
- CENTRE** : Head Office - Cedara
- REQUIREMENTS** : An M.Sc degree (NQF level 9) in Natural Resource Management / Ecological Science / Environmental Science / Soil Science. Compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 6 years' post qualification (M.Sc) experience in an Agricultural Scientific Environment. Knowledge: Knowledge of Occupational Health and Safety Standards. Sound and broad knowledge of Geo-Information System (GIS), programming, and modelling of geodata information and satellite data interrogation. Excellent knowledge of climate change and plant-soil-climate interactions. Strong and broad knowledge in managing large-scale soil surveys, soil mapping, data interpretation and analysis, land use planning, and enterprise management. Knowledge of management of natural resources, environmental management, land and soil management and farm plan management. Knowledge of the Preservation and Development of Agricultural Land Act (PDALA), Climate Change Act (CCA), Conservation of Agricultural Resource Act (CARA) and National Environmental Act. Knowledge of Labour Relations 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. Knowledge of scientific research methodology and models. Skills: TECHNICAL: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, knowledge of legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, scientific presentation and mentoring. GENERIC: Strategic capability and leadership, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer literacy, networking, planning, organizing and execution, conflict management, people management, change management, problem solving and analysis.
- DUTIES** : Provide strategic leadership, direction and ensure the development and implementation of policies, systems and procedures. Manage Research and Development. Manage the provision of advice and ensure governance. Manage Financial Resources. Manage Human Resources.
- ENQUIRIES** : Mrs NZQ Pakkies Tel: 033 – 355 9148
- POST** : **PROFESSIONAL ENGINEER GRADE A/B/C**
- REFERENCE NO.** : **SSC03/2026**
- SALARY** : Grade A: R914 517p.a. (all-inclusive OSD remuneration package)  
Grade B: R1 030 296p.a (all-inclusive OSD remuneration package)  
Grade C: R1 172 184p.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 licence. 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



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**DUTIES** : management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis, people management, change management, innovation and writing.

**ENQUIRIES** : 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.  
Ms SE Ndiela Tel. 033 343 8024

**POST** : **PROFESSIONAL SCIENTIST GRADE A/B/C – GRASSLAND / PASTURE SCIENCE**

**REFERENCE NO.** : **SSC04/2026**

**SALARY** : R791 604p.a. all-inclusive OSD remuneration package (Grade A)  
R900 957p.a. all-inclusive OSD remuneration package (Grade B)  
R1 015 071p.a. all-inclusive OSD remuneration package (Grade C)

**CENTRE** : Cedara Research Station

**REQUIREMENTS** : A B.Sc in Agriculture degree (NQF level 8) majoring in Pasture Science and/or Plant Breeding, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of pasture science and/or plant breeding. Skills: TECHNICAL: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, presentation skills, mentoring, pastures and livestock husbandry. GENERIC: Decision making, team leadership, analytical skills, creativity, financial management, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organising, conflict management, change management, problem solving and analysis.

**DUTIES** : Develop and implement methodologies, policies, systems and procedures with regards to pasture science or plant breeding. Perform scientific analysis and regulatory functions. Conduct research and development in pasture science or plant breeding. Human capital development. Perform administrative and related functions.

**ENQUIRIES** : Mr M Magawana Tel: 033 – 355 9258

**POST** : **PROFESSIONAL SCIENTIST GRADE A/B/C – RANGELAND/PASTURE SCIENCE**

**REFERENCE NO.** : **NSC01/2026**

**SALARY** : R791 604p.a. all-inclusive OSD remuneration package (Grade A)  
R900 957p.a. all-inclusive OSD remuneration package (Grade B)  
R1 015 071p.a. all-inclusive OSD remuneration package (Grade C)

**CENTRE** : Dundee Research Station

**REQUIREMENTS** : A B.Sc in Agriculture degree (NQF level 8) majoring in Veld Science, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of veld science. Skills: TECHNICAL: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, presentation skills, mentoring, veld management and livestock husbandry. GENERIC: Decision making, team leadership, analytical skills, creativity, financial management, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organising, conflict management, change management, problem solving and analysis.

**DUTIES** : Develop and implement methodologies, policies, systems and procedures with regards to pasture science or plant breeding. Perform scientific analysis and regulatory functions. Conduct research and development in pasture science or plant breeding. Human capital development. Perform administrative and related functions.

**ENQUIRIES** : Mr M Magawana Tel: 033 – 355 9258



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**POST** : **PROFESSIONAL SCIENTIST GRADE A/B/C (BIOCHEMISTRY)**  
**REFERENCE NO.** : **SSC05/2026**  
**SALARY** : R791 604p.a. all-inclusive OSD remuneration package (Grade A)  
R900 957p.a. all-inclusive OSD remuneration package (Grade B)  
R1 015 071p.a. all-inclusive OSD remuneration package (Grade C)

**CENTRE** : Cedara Research Station

**REQUIREMENTS** : An NQF level 08 four-year Science degree (B.Sc and Honours) in Biochemistry/Chemistry, compulsory registration with SACNASP as a Professional Natural Scientist in the field of Agriculture or Chemical Science and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Occupational Health and Safety Standards, laboratory management and flow, laboratory instrumentation maintenance, calibration and troubleshooting, biochemistry and 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. Skills: TECHNICAL: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation, computer aided scientific applications, professional judgement, policy development and analysis, and crop and livestock husbandry. GENERIC: Leadership, mentorship, conflict management, financial management, planning and organising, analytical, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, networking, creating high performance culture.

**DUTIES** : Conduct research and development. Perform agricultural scientific analysis and regulatory functions. Develop and implement methodologies, policies, systems and procedures. Human Capital development. Perform administrative functions.

**ENQUIRIES** : Dr. SR Bezuidenhout Tel: 033 – 355 9657

**POST** : **PROFESSIONAL SCIENTIST GRADE A/B/C (HORTICULTURE)**  
**REFERENCE NO.** : **SSC06/2026**  
**SALARY** : R791 604p.a. all-inclusive OSD remuneration package (Grade A)  
R900 957p.a. all-inclusive OSD remuneration package (Grade B)  
R1 015 071p.a. all-inclusive OSD remuneration package (Grade C)

**CENTRE** : Cedara Research Station

**REQUIREMENTS** : An NQF level 08 four-year B.Sc in Agriculture degree majoring in Horticulture, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in horticulture. Skills: TECHNICAL: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation and computer aided scientific applications. 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, networking, creating high performance culture.

**DUTIES** : Develop and implement methodologies, policies, systems and procedures with particular reference to horticultural research. Perform agricultural scientific analysis and regulatory functions. Conduct research and development. Human Capital development. Perform administrative functions.

**ENQUIRIES** : Dr. SR Bezuidenhout Tel: 033 – 355 9657

**POST** : **ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT**  
**REFERENCE NO.** : **NSC02/2026**  
**SALARY** : R487 197 p.a. (level 09)  
**CENTRE** : North Service Centre – Richards Bay  
**REQUIREMENTS** : An Advanced Diploma / Bachelor's Degree (NQF level 7) qualification in Property Management / Financial Management / Project Management / Public Administration / Public Management and a valid driver's licence. Experience: 3 – 5 years' supervisory experience or 3 – 5 years' experience at the level of an



Administrative Officer in the field of Infrastructure Management. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDs, Project management principles, National and Provincial Practice Notes, SCM Practices and Procedures, National Development Plan, Provincial Growth and Development Plan, Treasury Regulations, Batho Pele Principles, Government Immovable Assets Management Act, State Housing Policy, Land Administration Act, Extension of Security Tenure Act. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and have the ability to work under pressure with minimum supervision, supervisory, project management, people management, relationship management, decision making.

**DUTIES** : Coordinate the management of state-owned properties including the effective implementation of construction projects. Oversee office accommodation leasing requirements of the Service Centre. Oversee state housing management in the Service Centre. Provide advice, guidance and input into Infrastructure Management policies. Manage resources of the division.

**ENQUIRIES** : Ms GN Ndlovu Tel: 033 – 355 9411

**POST** : **ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT**

**REFERENCE NO.** : **NSC03/2026**

**SALARY** : R487 197 p.a. (level 09)

**CENTRE** : North Service Centre – Richards Bay

**REQUIREMENTS** : An Advanced Diploma / Degree (NQF level 7) qualification in Financial Management / Project Management / Public Administration 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 Asset Management. Knowledge: Public Service Act, Public Service Regulations, PFMA, EPMDs, Basic Conditions of Employment Act, Project Management principles, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Movable Asset Management Framework, Asset Management Policies for general and biological assets, Livestock Policies, Financial Systems e.g. BAS. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, organizational, supervisory, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and have the ability to work under pressure with minimum supervision, project management, people management, decision making.

**DUTIES** : Provide and coordinate movable asset acquisition processes at the service centre. Facilitate the operation and maintenance of all movable assets at the service centre. Coordinate the disposal process in respect of movable assets at the service centre. Provide advice, guidance and input into Movable Asset Management policies. Manage resources of the division.

**ENQUIRIES** : Ms GN Ndlovu Tel: 033 – 355 9411

**POST** : **SCIENTIFIC TECHNICIAN GRADE A/B/C (NATURAL RESOURCES)**

**REFERENCE NO.** : **SSC07/2026**

**SALARY** : R407 337p.a. - OSD (Grade A)

R460 086p.a. - OSD (Grade B)

R518 769p.a. - OSD (Grade C)

**CENTRE** : Head Office - Cedara

**REQUIREMENTS** : An NQF Level 06 Diploma in Agricultural Science / Natural Sciences / Environmental Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of land and soil management and farm planning. Skills: TECHNICAL: Analytical and data analysis. Scientific methodology and models. Research and development. Technical report writing. Programme and project management. Computer-aided scientific applications. Professional judgement. Data analysis. Policy development and analysis. Crop and husbandry. Creating a high-performance culture. Legal compliance. GENERIC: Planning and organizing, team leadership, self-management, analytical, problem-solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy and networking.

**DUTIES** : Implement methodologies and provide scientific and technical advice. Perform



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		technical scientific analysis and research functions. Research and Development. Human Capital Development. Perform administrative and related duties
<b>ENQUIRIES</b>	:	Mrs NZQ Pakkies Tel: 033 – 355 9148
<b>POST</b>	:	<b>SCIENTIFIC TECHNICIAN GRADE A/B/C (JUNCAO MUSHROOM SECTION)</b>
<b>REFERENCE NO.</b>	:	<b>SSC08/2026</b>
<b>SALARY</b>	:	R407 337p.a. - OSD (Grade A) R460 086p.a. - OSD (Grade B) R518 769p.a. - OSD (Grade C)
<b>CENTRE</b>	:	Cedara Research Station
<b>REQUIREMENTS</b>	:	An NQF Level 06 Diploma in Agricultural Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist in the field of Agricultural Sciences and a valid driver's licence. Experience: 3 years' post qualification experience in an agricultural scientific environment. Knowledge: Knowledge of Occupational Health and Safety Standards. Sound and broad knowledge of laboratory management and flow. Sound and broad knowledge of laboratory instrumentation maintenance, calibration and troubleshooting. Knowledge of microbiology. Labour Relations 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: Programme and project management, scientific methodologies, research and development, computer-aided scientific applications, analytical skills and data analysis, legal compliance, technical report writing, creating a high performance culture, professional judgement, mentorship, decision making, team leadership, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, networking, people management, planning and organizing, conflict management, problem solving and analysis.
<b>DUTIES</b>	:	To conduct research and development. To perform technical scientific analysis and regulatory functions. To develop and implement methodologies, policies, systems and procedures. Human capital development. To manage the resources of the division.
<b>ENQUIRIES</b>	:	Dr. SR Bezuidenhout Tel: 033 – 355 9657
<b>POST</b>	:	<b>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: RURAL ENTERPRISE AND INDUSTRY DEVELOPMENT</b>
<b>REFERENCE NO.</b>	:	<b>SSC09/2026</b>
<b>SALARY</b>	:	R338 106p.a. (level 07)
<b>CENTRE</b>	:	Head Office - Cedara
<b>REQUIREMENTS</b>	:	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,
<b>DUTIES</b>	:	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.
<b>ENQUIRIES</b>	:	Mr S Gumede Tel: 082 892 0731
<b>POST</b>	:	<b>ARTISAN GRADE A/B/C (DIESEL MECHANIC)</b>
<b>REFERENCE NO.</b>	:	<b>SSC10/2026</b>
<b>SALARY</b>	:	R253 341p.a. - OSD (Grade A) R297 249p.a. - OSD (Grade B) R345 342p.a. - OSD (Grade C)
<b>CENTRE</b>	:	Cedara Research Farm
<b>REQUIREMENTS</b>	:	A suitable Trade Test Certificate (Diesel Mechanics) and a valid driver's licence. Experience: Completion of trade test and apprenticeship. Knowledge: Technical analysis. Knowledge of safety and legal requirements. Production process and specifications. Public Service Regulations. Labour Relations Act. Occupational Health and Safety Act. Skills: TECHNICAL: Technical analysis,



- computer-aided technical applications, legal compliance, technical report writing, production, process knowledge and skills. **GENERIC:** Problem solving and analysis, decision making, team work, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer, planning and organizing.
- DUTIES** : Produce designs. Render production services. Conduct repairs and maintenance. Perform administrative and related functions. Maintain expertise relevant to the field of work.
- ENQUIRIES** : Mr AJ Kent Tel: 033 – 355 9192
- POST REFERENCE NO.** : **GENERAL ADMINISTRATION CLERK (3 X POSTS)**  
**SSC11/2026 (Harry Gwala and UGu Districts)**  
**NSC04/2026 (Zululand District)**
- SALARY CENTRES REQUIREMENTS** : R237 453 p.a. (level 05)  
Harry Gwala District, UGU District and Zululand District  
A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: No experience required. Knowledge: Office administration. Batho Pele principles. Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations. Departmental HRM and HRD Policies. Skills: Time management, decision making, planning, organising, communication (written and verbal), interpersonal relations, computer, report writing, analytical, telephone etiquette, innovative.
- DUTIES** : Render general clerical support services. Provide stores administration services. Provide Human Resource support services. Provide financial administration support services. Provide transport and asset support services.
- ENQUIRIES** : Ms DDS Zulu Tel: 039 – 834 7600 (Harry Gwala District)  
Ms MP Gwala Tel. 039 – 682 2045 (UGu District)  
Mr MD Dlamini Tel. 035 – 874 9006 (Zululand District)
- POST REFERENCE NO.** : **FINANCE CLERK (REVENUE CONTROL)**  
**SSC12/2026**
- SALARY CENTRES REQUIREMENTS** : R237 453 p.a. (level 05)  
Head Office – Cedara  
A Senior Certificate/National Senior Certificate (Matric). Experience: No experience required. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, knowledge of Basic Accounting System (BAS), Public Finance Management Act, Treasury Regulations, Financial Regulations, Batho Pele Principles, Basic Conditions of Employment Act, Departmental Policies and SOP's. Skills: Financial Management, computer literacy (MS Office), communication (written and verbal), leadership, problem solving, change management, presentation, interpersonal relations.
- DUTIES** : Receive and deposit state money. Maintain revenue registers. Batch receipts. Render petty cash services. Perform administrative and related functions.
- ENQUIRIES** : Ms M Seethal Tel: 033 – 355 9127
- POST REFERENCE NO.** : **SUPPLY CHAIN MANAGEMENT CLERK (BIDS ADMINISTRATION SERVICES)**  
**SSC13/2026**
- SALARY CENTRES REQUIREMENTS** : R237 453 p.a. (level 05)  
Head Office - Cedara  
A Senior Certificate/National Senior Certificate (Matric). Experience: No experience required. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employee and Performance Management System, Basic Conditions of Employment Act, KZN Provincial Supply Chain Policy Framework, SCM Practices and Procedures, Promotion of Access to Information Act, National Treasury Regulations and Provincial Treasury Practices Notes. Skills: language, presentation, analytical thinking, interpersonal relations, computer, planning and organising, financial management, time management, report writing, problem solving, communication, project management, people management, relationship management, decision making, self-disciplined and the ability to work under pressure with minimum supervision.
- DUTIES** : Provide administrative support services. Coordinate and attend site briefing meetings. Facilitate the closing and pre-screening of BIDS. Safekeeping of documents. Attend to general enquiries.
- ENQUIRIES** : Mr BR Dube Tel: 033 – 355 9185



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<b><u>POST</u></b>	:	<b><u>DRIVER/MESSENGER</u></b>
<b><u>REFERENCE NO.</u></b>	:	<b><u>NSC05/2026</u></b>
<b><u>SALARY</u></b>	:	R201 093p.a. (level 04)
<b><u>CENTRES</u></b>	:	Owen Sithole College of Agriculture - Empangeni
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 qualification or 7 – 12 months' relevant experience and a valid 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 cities/towns in which the function 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.
<b><u>DUTIES</u></b>	:	Render driving services. Conduct routine maintenance on allocated vehicle. Render clerical support / messenger service. Render auxiliary services.
<b><u>ENQUIRIES</u></b>	:	Mr MK Shakwane                      Tel: 035 – 795 1345