



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

TO: MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT, DEPUTY DIRECTOR GENERAL, CHIEF DIRECTORS,
DIRECTORS AND ALL STAFF AGERS

IDENTICAL CIRCULAR No. 16 of 2019

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

Applications for the following posts must be submitted on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV with at least two referees. Certified copies (Not copies of certified copies) of all educational qualifications including Matric Certificate and supporting documents (Identity documents, Drivers Licence etc.) must also be submitted with your application. Applications must be submitted on or before the closing date.

NB: Late, faxed or e-mailed applications will not be accepted.

NOTE: All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. It will be required of the successful candidate to undergo an appropriate security clearance. Applicants must please note that they will be required to show proof of original qualifications during selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. Short listed candidates for SMS post will undergo practical assessment as per DPSA directive Applications will not be acknowledged, due to the large volume of applications received, and should you not receive a response within 60 days, kindly consider your application unsuccessful.

Applications must be submitted to the **prescribed office** (posted or hand delivered) to the attention of the Acting Head of Department as follows:

North Service Centre
Private Bag X 1048
Richards Bay
3900

South Service Centre
Private Bag X 6005
Hilton
3245

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF CANDIDATES.

The Department of Agriculture Rural Development is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of representative. "The Department supports people with disabilities"

The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.
Copy of advertisement attached.

CLOSING DATE: 13 September 2019

Mrs NR Shezi
Acting Head of Department

4 September 2019
Date

Post : Chief Director: Veterinary Services

Ref No : SSC 68/2019

Centre : Cedara-Head Office

Salary Level : 14

SMS Package: R1 251 183 p.a. An all-inclusive salary package (payable to the successful candidate subject to the signing of a mutually agreed performance agreement within three months from assumption of duties. The successful candidate will be subject to security clearance and is required to disclose financial interests

Minimum Requirements: • A Bachelor of Veterinary Medicine and Surgery (BVMCH) plus proof of registration with South Africa Veterinary Council of South Africa (SAVC). **Experience:** 5 years senior management experience in the field of veterinary services. **Knowledge:** Applicable relevant and regulatory requirements (e.g. Animal Disease Act 1984, Meat Safety Act 200) PSA, PSR, LRA, EPMDs, PFMA, BCEA, , Strategy and policy development, National Intervention. **Skills:** Interpersonal relations, Computer literacy, Leadership, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing, innovation, financial management, Diplomacy, protocol, dispute resolution, time management, strategic planning, and people management.

Key Performance Areas: Manage the provisions of Animal Health, ensure the provision of export/import certification; ensure coordination of dip tank rehabilitation; maintain, coordinate and enforce disease control initiatives. Manage the provisions of Veterinary Support Services as well as manage the provision of Veterinary Laboratory and Epidemiology Services. Ensure Veterinary Services performance in accordance with the highest internationally acceptable zoo-sanitary standards. Coordinate the reporting of disease to/from National Department of Agriculture and World Organization for Health (OIE) and participate in the cross functional approach to agricultural development steering committee. Manage the development of strategies and policies and its implementation in accordance to agreed norms and standards and manage the implementation of National, Provincial and Departmental frameworks. Manage the utilization of resources.

Enquiries Mr MM Sifundza Tel: 033 355 9112

Post : Director: Agricultural Extension and Advisory Support Services

Ref No : SSC 69/ 2019

Centre : Cedara

Salary Level : 13

SMS Package: R1057, 326 An all-inclusive salary package payable to the successful candidate subject to the signing of a mutually agreed performance agreement within three months from assumption of duties. The successful candidate will be subject to security clearance and is required to disclose financial interest.

Minimum Requirements A 4 year BSc Degree in Agricultural Sciences/ B. (Hon) Degree in Agriculture/ B Tech in Agriculture. B (Hons) Degree in Institutional Agricultural extension is recommended. A valid driver's licence. **Experience:** -5 years middle management/ Senior Management experience in an agricultural environment. **Knowledge Knowledge:** Sound knowledge of relevant legislative environment: RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, Financial management, White Paper on Agriculture for KZN Strategy for Agrarian Transformation in KZN, NDP, LRA, PAIA, EPMDs, Community Development, Public Participation, Community outreach, social dynamics of KZN Communities, Agricultural Policy Action Plan, Provincial Growth and Development Plan, service delivery framework and Project Management Principles. **Skills:** Excellent communication, (written and verbal), innovative, good interpersonal relations, honesty, professionalism, integrity, honesty, time frame driven, decision making, Statistical, forecasting and strategic planning skills.

Key Performance Areas: Manage the development of crop, livestock and aquaculture production programmes. Manage the provision of extension methodology services. Manage the coordination and reporting of agricultural interventions. Manage the development and implementation of policies. Manage the resources of the directorate

Enquiries : Mr ZN Dlamini 033 343 8290

Post : Director: Engineering Services

Ref No : SSC 70/ 2019

Centre : Head Office-Cedara

Salary Level : 13

SMS Package: R1057, 326 An all-inclusive salary package payable to the successful candidate subject to the signing of a mutually agreed performance agreement within three months from assumption of duty. The successful candidate will be subject to security clearance and is required to disclose financial interest.

Minimum Requirements: B Engineering/ BSc Engineering Degree or a B-Tech in Engineering (NQF Level 7) and a valid driver's licence. **Experience:** 5 years Middle Management (MMS) experience in an engineering environment. **Knowledge:** Sound knowledge of RSA Constitution, PFMA, Treasury Regulations, LRA, OHS Act, Environmental Conservation Act, National Environmental Management Act, Engineering Professions Act, EPMDS, SANS 1200, the Standardized Specifications for Civil Engineering Construction, Agricultural Policy Action Plan, Provincial Growth and Development Plan, Project Management Principles and NDP. **Skills:** Excellent communication, (written and verbal), innovative, good interpersonal relations, policy analysis and development skills and report writing.

Key Performance Areas: Manage specialised agricultural engineering services, manage design of soil conservation structures and oversee the development of engineering norms and standards. Coordinate professional development and compliance; oversee professional development and registration of Candidate engineers with ECSA and coordinate adherence to occupational Health and Safety standards by project implementers. Coordinate District support services. Manage the dissemination of norms, standards, design and other technical information. Manage soil conservation and land care services; manage the development and implementation of policies. Manage the resources of the directorate.

Enquiries

Mr MM Sifundza

Tel: 033 355 9112

Post : Chief Engineer (1 Post)

Ref. No : SSC 71/ 2019

Centre : Head Office

Grade : A

Salary : R 991 281

Minimum Requirements: B Engineering/ BSc Engineering Degree and a valid driver's licence. Compulsory registration with ECSA as a Professional Engineer and proof thereof. **Experience:** Six (6) years relevant post qualification experience as a registered professional engineer (Agricultural, Mechanical or Civil). **Knowledge:** Sound knowledge of site investigation, survey, construction supervision, PFMA; OHS Act; Relevant legislation standards; SABS standards. Knowledge of Water Resource Infrastructure and Management, Water Act and Soil Conservation Act. **Skills:** Problems solving, planning and design, supervision and self-management. Good communication (written/verbal), must be client focused and responsive. Computer literacy (MS Office, CAD, GPS survey). People management and empowerment; Budgeting and monitoring and evaluation; Good organizing; Ability to work independently, under pressure and up normal hours; Good interpersonal relations; Accuracy and attention to details.

Key Performance Areas: To provide leadership and support by applying engineering principles and techniques to address engineering challenges through research and development by following an approved CPD program for continued professional registration purposes. To perform and manage all aspects of varied innovative and complex engineering activities that results in progress in technology and agricultural engineering applications. Manage the Professional Engineering Services Unit to provide high-level technical expertise and support to line function staff. To render implementation of projects; enquiries and provide technical engineering advice and services to farmers

Enquiries

Mr MM Sifundza

Tel: 033 3559 112

Post : Deputy Director: Engineering District Support
Ref No : SSC 72/ 2019
Centre : South Service Centre – Cedara
Salary Level: 12
Salary : R 869 007 (all-inclusive MMS package) p.a

Minimum Requirements: Degree/ National Diploma in Civil or Agricultural Engineering, Registration with ECSA and a valid driver's licence. **Experience** 3-5 years junior management experience in an engineering environment. **Knowledge:** RSA Constitution, National Water Act, Conservation of Agricultural Resources Act, NEMA, Engineering Professions Act, Professional & Technical Surveyors Act, APAP, NDP, PGDP, PSA, PSR, LRA, EPMDS, project management principles, social dynamics of KZN Communities, Service Delivery frameworks, Treasury Regulations. **Skills:** Computer literacy, communication (written/verbal), interpersonal relations, strategic planning, analytic, planning and organizing, leadership, time management, report writing, conflict management, decision-making, team leadership.

Key Performance Areas: Coordinate linkage between Engineering Services at Head Office and District Offices in order for the District Office to access professional support, development and resource conservation services. Manage dissemination of norms, standards, designs and other technical information. Manage technical quality compliance for engineering projects. Manage overall coordination of district project to enable standardization. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate.

Enquiries Mr EM Thekiso 033 343 8024

Post : District Director: Agricultural Extension & Advisory Services x 5 posts
Centre : Amajuba (x1), King Cetshwayo (x1), UMgungundlovu (x1), Umzinyathi (x1) Zululand (x1)
Ref No : SSC 73/ 2019

SMS Package: R1057, 326 An all-inclusive salary package payable to the successful candidate subject to the signing of a mutually agreed performance agreement within three (03) months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

Minimum Requirements: A 4 year BSc Degree in Agricultural Sciences/ Bachelor's Degree Honours in Agriculture/ B Tech Agriculture and a valid driver's Licence. **Experience:** A minimum of 5 yrs Middle Management Service (MMS) experience in Agriculture. **Knowledge:** Sound knowledge of relevant legislative environment: RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, Financial management, White Paper on Agriculture for KZN Strategy for Agrarian Transformation in KZN, NDP, LRA, PAIA, EPMDS, Community Development, Public Participation, Community outreach, social dynamics of KZN Communities, Agricultural Policy Action Plan, Provincial Growth and Development Plan, service delivery framework and Project Management Principles. **Skills:** Excellent communication, (written and verbal), innovative, good interpersonal relations, honesty, professionalism, integrity, honesty, time frame driven, decision making, Statistical, forecasting and strategic planning skills.

Key Performance Areas: Manage the provisions of agricultural extension and advisory services, facilitate the establishment of extension forums, evaluate and report on extension programmes. Manage District agricultural projects, establish and participate institutional structures for planning, implementation and coordination of agricultural projects. Manage the provisions of all agricultural specific interventions and engineering support and support land reform program. Development and implementation of policies, review and amend policies as and when required based on inputs from stakeholders. Manage the provisions of administration support to the District (including veterinary services). Manage the resources of the Directorate.

Enquiries : Mr ZN Dlamini 033 343 8290

Post : Director: Supply Chain Management
Ref No : SSC 74/ 2019
Centre : Cedara Head Office
Salary Level : 13

SMS Package: R1057, 326 p.a An all-inclusive salary package payable to the successful candidate subject to the signing of a mutually agreed performance agreement within three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

Minimum Requirements: A Bachelor's degree/ B Tech (NQF7) in SCM/ Logistics/ Operations Management and a valid driver's licence. **Experience:** 5 years Middle Management (MMS)/ Senior Management experience within the supply chain management environment. **Knowledge:** Sound knowledge of RSA Constitution, PFMA, Treasury Regulations, LRA, PSA, PSR, EPMDS, BCEA, PPP Framework, Broad Based Economic Empowerment Act, Financial delegations, PAIA, Action Plan, Contract Management, Logistics/ operations management and Management Principles. **Skills:** Excellent communication, (written and verbal), computer literacy, good interpersonal relations, policy analysis and development skills, report writing, problem solving, planning and organizational skills, leadership skills, research and analytic thinking, financial management, project planning and management and ability to work under pressure. .

Key Performance Areas: Manage the contract development services; monitor contract renewals and liaise with service providers. Manage the provisions of demand services; initiate and coordinate the development of Departmental Procurement Plan (DPP), conduct research into alternative market supply and monitor reporting to Provincial Treasury. Manage Bids administration services; provide inputs to Bid appeal tribunals and monitor the functioning of bid committee structures. Manage supply chain management in the service centres and ensure regular stock audits. Manage the development and implementation of policies and procedures. Manage the resources of the directorate.

Enquiries : Mr BN Biyela 033 343 8456

Post : Scientific Manager: Grass & Forage Science Research Services
Ref No. : SSC 75/ 2019
Centre : Cedara
Grade : A
MMS Package: R898 569 p.a

Minimum Requirements: MSc. Degree or relevant qualification (major in Grass & Forage) plus compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof and a valid driver's licence. **Experience:** 6 years relevant post qualification scientific experience. **Knowledge:** Sound understanding of agricultural research methodologies and application of practices and techniques of field expertise. **Skills:** Analytic skills and data analysis, scientific methodology and models, research and development, scientific editing and reviewing, Policy development and analysis; presentation skills; Programme and Project management, Scientific methodologies and models, grass & forage management. Computer aided scientific applications, decision-making, teamwork, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.

Key Performance Areas: Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction. Lead, coordinate and develop scientific models and regulatory framework. Research and develop to lead, coordinate and conduct basic and applied research or knowledge application. Financial management; allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and asset management. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Facilitate and liaise with structures/stakeholders on scientific matters.

Enquiries Dr JF de Villiers Tel: 033 355 9258 or 033 3559247

Post : Professional Scientist: Livestock Research
Ref No. : SSC 76/ 2019
Centre : Cedara
Grade : A-C
Salary : R 618 563 p.a (All- Inclusive remuneration package to be determined according to years of experience in line with OSD)

Minimum Requirements: A 4-year BSc. or BSc Honours Animal Science Degree plus compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof and a valid driver's licence. **Experience:** 3 years post qualification scientific experience. **Knowledge:** legal compliance; creating high performance culture; professional judgement; Data analysis; Policy development and analysis; presentation skills; Programme and Project management, Scientific methodologies and models, Research and development, Computer aided scientific applications. **Skills:** Analytic, creativity, decision making, team work, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.

Key Performance Areas: Develop and implement methodologies, policies, systems and procedures with particular reference to livestock research. Perform scientific analysis and regulatory functions; develop and customize scientific models and techniques. Research and development; ensure continuous development to keep abreast with new technologies and procedure and conduct basic and applied research. Liaise with relevant bodies/councils on science related matters. Mentor, train and develop scientists to promote skills/ knowledge transfer and adherence to sound principles and code of practice.

Enquiries Dr JF de Villiers Tel: 033 355 9258 or 033 3559247

Post : Local Agricultural Manager (14 posts)
Ref No (1) : SSC 77 /2019
Centres : HARRY GWALA DISTRICT – 2 Posts (Buhlebezwe and Greater Kokstad Local Municipalities)
UGU DISTRICT- 1 post (Vulamehlo Local Municipality)
UTHUKELA DISTRICT -1 post (Alfred Duma Local Municipality)
ILEMBE DISTRICT- 1 post (Mandeni Local Municipality)

Ref No (2) : NSC 22/2019
Centre : AMAJUBA DISTRICT- 2 posts (Dannhauser and Newcastle Local Municipalities)
UMZINYATHI DISTRICT – 2 posts (Umsinga and Nquthu Municipalities)
ZULULAND DISTRICT- 3 posts (Edumbe, Ulundi and Nongoma Local Municipalities)
KING CETSHWAYO- 2 post (Umfolozi and Umlalazi Local Municipality)

Salary Level: 11
Salary : R733 257 (all-inclusive MMS package) per annum

Minimum Requirements: 4-year BSc degree in Agriculture / B Agriculture degree plus Honours in Agriculture / National Diploma plus B Tech degree in Agriculture. **Experience:** 8-10 years' experience in Agricultural Environment. **Knowledge:** PSA, RSA Constitution, White Paper on Agriculture for 1996, Norm & Standards for Extension & Advisory Services, Agricultural Extension and advisory principles, Scientific Agricultural Production methods, NDP, Provincial Growth a& Development Plan, PSA, PSR, PFMA, LRA. **Skills:** Data analysis, scientific methodology and models, research and development, computer edited scientific editing and review,

Key Performance Areas: Management the provision of agricultural extension and advisory services. Establish and participate in institutional structures for planning, implementation and coordination of agricultural programmes/projects. Promote and develop agricultural Black Economic Empowerment and SMME's. Manage the implementation of Local agricultural projects. Administer the development and assessment of feasibility studies and business plans. Coordinate commissioning and handing over of projects. Implement agricultural specific intervention. Manage participation in the development of Municipal Integrated Development Plans. Promote partnerships and cooperation with relevant role players. Promote partnership with traditional councils, organised agriculture, commodity associations/ groups and agricultural input suppliers. Develop policies and strategies aimed at improving service delivery. Manage resources of the Local Municipality.

Enquiries:

Mr SM Langa: UMgungundlovu District - 033 347 6216
Mr LL Jongisa: Harry Gwala District -039 8347600
Mr MD Dlamini: Zululand District – 035 8749015
Mr SA Shandu: King Cetshwayo – 035 7806711

Ms MP Gwala: UGu District - 039 682 2045
Ms PC Jeje: UThukela District - 036 3523033
Ms NN Ndlovu: Amajuba District-034 3121505
Mr PK Hadebe: Umzinyathi District 034 299 96603

Post : Deputy Director: Financial Accounting Services
Ref No : NSC 23/ 2019
Centre : North Service Centre
Salary Level: 11
Salary : R733 527 (all-inclusive MMS package) pa

Minimum Requirements: • A National Diploma/ Degree in Financial Management/Accounting. **Experience:** A Minimum of 3 years junior management experience in Financial Management in Public Sector and a valid driver's licence. **Knowledge:** PFMA, Treasury Regulations, National and Provincial Treasury Instruction notes, Division of Revenue Act, PSR, PSA, PAIA, LRA, Bas, Persal, Logis. Service Delivery Principles (Batho Pele) Public Service Code of Conduct. **Skills** Financial Management, Advanced Computer Skills in MS Office Suite, Numeric and Mathematical accuracy, Analytical and accounting skills, Leadership, Management, Strategic Planning and organizing, Project planning and management, Report writing, Excellent Communication skills(written/ verbal), Interpersonal skills, Time management, Research skills, Problem solving, Change management, and conflict management.

Key Performance Areas: Manage the provision of financial management support services to districts. Provide creditor management services and administration of payments. Perform effective voucher control and loss control functions. Manage the provision of effective and efficient salary administration and payroll control services in liaison with Head Office. Compile accurate monthly and quarterly reports on all financial aspects. Develop financial policies and provide inputs to strategies aimed at improving service delivery. Manage the resources allocated to the service centre and provide inputs to budget requirements.

Enquiries Ms J Joshua Tel: 033 343 8248

Post : Deputy Director: HR Administration
Ref No : NSC 24/ 2019
Centre : North Service Centre
Salary Level: 11
Salary : R 733 527 (all-inclusive MMS package) pa

Minimum Requirements: National Diploma / Degree in Human Resource Management/ Public Administration and a valid driver's licence. **Experience:** 3-5 years junior management experience in Human Resources Administration environment. **Knowledge:** RSA Constitution, PSA, PSR, LRA, PFMA, EPMDs, BCEA, Treasury Regulations, Practice Notes in the Public Service, PERSAL, HR Related policies. **Skills:** Presentation skills, Analytical thinking, Interpersonal relations, Computer Literacy, Strategic Planning skills, Organisational skills, Research skills, Financial management skills, Time management, Report writing skills, Problem solving skills, Communication (written/verbal), ability to work under pressure with minimum supervision, Leadership, Project management skills, People management skills,

Key Performance Areas: Manage recruitment and selection services. Manage conditions of services. Manage salary administration services. Develop policies and procedures aimed at improving service delivery; manage the resources allocated.

Enquiries Mr LD Madondo Tel: 033 343 8070

Post : Legal Administration Officer
Ref No : SSC 78/ 2019
Centre : Legal Services - Cedara
Salary Grade: MR6
Salary : R473 820 p.a

Minimum Requirements: LLB Degree or equivalent qualification plus admission as an Attorney or Advocate and a valid driver's licence. **Experience:** At least 8 years' appropriate post qualification legal experience and Interpretation of Statutes. **Knowledge:** PSA, PSR, PFMA, RSA Constitution, Departmental business processes, Law of Contract and contract drafting. Legislative drafting, Procurement procedures in government, Human Resource Management policies and procedures, Civil Law and Labour law. Knowledge on the relevant legislation/policies/prescripts and procedures. **Skills:** Computer literacy, communication (written/verbal), collection of data and information, analytic skills, ability to translate information into knowledge for planning/ decision making or management reporting, ability to develop and coach others and constructively review the work of others to improve and advance the skills, contract and legislative drafting skills, negotiation and dispute resolution skills, research skills, planning and organizing skills, problem solving, negotiation skills, conflict management, strategy management and policy formulation, report writing and presentation skill.

Key Performance Areas: Negotiating, drafting and legal editing service to Agriculture and Rural Development in respect of contracts, legal tenders, agreements and legislation. Rendering legal advisory and legal support service to the Department of Agriculture and Rural Development and the MEC. Assisting in legal actions by and against the Department and the MEC. Capacitating components on essential legislation.

Enquiries Ms N Seegobin Tel 033 343 9694

Post : Chief Work Study Analyst
Ref No : SSC 79/ 2019
Centre : Cedara – Head Office
Salary Level: 09
Salary : R376 596 p.a

Minimum Requirements: NQF 6/7 National Diploma/Degree in Production Management/Operations Management/Management Services plus a Certificate in Job Evaluation Or NQF 6/7 Administration National Diploma/Degree plus Certificates in Management Services and Job Evaluation and a valid driver's licence. **Experience:** 3 years' experience in an OD and JE environment. **Knowledge:** RSA Constitution, PSA, Provincial/ Departmental JE Policies, Provincial OD Policy, EPMDs, LRA, BCEA, PFMA, Cost benefits analysis, Work-study principles and techniques, Business process re-engineering, JE process, evaluations system. **Skills:** Computer Literacy, project management, decision making, problem solving, communication (written/ verbal), policy analysis and development, organizational skills and be able to work under pressure.

Key Performance Areas: Ensure the development and maintenance of departmental organogram/s. Ensure the evaluation of jobs and the development of job descriptions. Ensure the provision of business process re-engineering services. Provide advice and guidance on Organizational Design/ Job Evaluation queries. Provide advice, guidance and input into policy development & review.

Enquiries Mr AP Hitge Tel: 033 355 9654

Post : Deputy Director: Planning, Performance Monitoring and Reporting
Ref No : SSC 80/ 2019
Centre : Cedara
Salary Level: 11
Salary : R733 527 (all-inclusive MMS package) pa

Minimum Requirements: National Diploma or Bachelor's Degree in Social Sciences / Public Policy / Public Management / Public Administration / M&E / Development Studies and a valid driver's licence. **Experience:** A minimum of 3 years' experience in junior management experience in Strategic Planning; Policy, Monitoring and Evaluation environment. **Knowledge:** RSA Constitution, PFMA, Treasury Regulation, Government Wide Monitoring and Evaluation Framework, KZN Citizens Charter, Batho Pele Handbook, PSR, PSA, PAIA, LRA, SDA. NDP, PDGP, National Treasury frameworks on managing performance. Monitoring and evaluation systems. **Skills:** Analysis, Communication (written and verbal), Computer skills, Report writing, Language skills, Innovative and creative, Interpersonal skills, Planning and organizing skills, Research skills, Time management, Change management, Facilitation, Presentation, Leadership, Conflict resolution, Decision making, Financial management, Strategic planning, Project planning, Public Participation, Relationship management.

Key Performance Areas: Coordinate Strategic Planning in the Department. Facilitate Department's performance monitoring. Facilitate performance information reporting. Manage performance information audits. Manage the resources of the sub-directorate.

Enquiries Mr TW Mkhize Tel: 033 355 9446

Post : Deputy Director: Employee Health and Wellness
Ref No : SSC 81/ 2019
Centre : Employee Health and Wellness Programme - Cedara
Salary Level: 11
Salary : R733 257 (all-inclusive MMS package) p.a

Minimum Requirements: Degree/ National Diploma in Human Resource Management/ Social Work/ Psychology (NQF 6/7) and a valid driver's licence. **Experience:** 3 year's junior management experience in Human Resources/ employee health and wellness environment. **Knowledge:** PSA, PSR, LRA, EPMDs, BCEA, National Strategic Framework for Employee Health and Wellness, National Strategic Plan on HIV &AIDS, Compensation for Occupational Health and Injuries Act, OHS Act Departmental EH&W policies, plans and procedures and Departmental HR related policies. **Skills:** Computer literacy, people management, decision-making, time management, project management, financial management, project planning management, conflict management, communication (verbal/written) interpersonal skills, analytic thinking, innovative, problem solving skills, report writing and presentation skills.

Key Performance Areas: Manage HIV/ AIDS and TB Management through the provision treatment, care and support; Manage health, productivity & SHERQ in terms of disease management and chronic illness as well as coordinate mental health and productivity management. Manage employee wellness, manage the coordination of organizational wellness and ensure work life balance. Manage the development and implementation of policies and plans; manage the implementation of National, Provincial and Departmental frameworks. Manage the resources of the sub-directorate.

Enquiries Ms INN Zwane Tel: 033 3559 623

Post : Professional Engineer
Ref No : SSC 82/ 2019
Post Grade: A-C
Salary : R718 059 to be determined according to years of experience in line with OSD
Centre : Engineering Services – Head Office (Cedara)

Minimum Requirements: B Engineering/ BSc Engineering Degree in Agricultural, Civil or Mechanical Engineering or equivalent degree in a different Engineering field if the candidate has relevant agricultural engineering experience and a valid driver's license. Be registered with ECSA as a Professional Engineer and provide proof thereof. **NB: This is a compulsory requirement. Candidates who do not meet this requirement will be disqualified.** **Experience:** 3 years post-qualification Agricultural, Civil, Mechanical or other relevant engineering experience. **Knowledge:** Sound knowledge of project management, engineering design and analysis, legal compliance, creating high performance culture, networking and professional judgement in the Agricultural Engineering field. **Skills:** Innovative, problem solving, planning and analysing, decision-making, teamwork, creativity, communication (written/verbal), customer focus, responsiveness, and computer literacy. CAD and GPS survey skills will be an advantage.

Key Performance Areas: To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through investigation. Following an approved CPD program for continued professional registration purposes. To perform all aspects of varied innovative and complex agricultural engineering activities that results in progress in technology and engineering applications in one or more of the following fields of agricultural engineering:> irrigation & 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.

Enquiries : Mr ME Thekiso 033 343 8024

Post : Scientific Technician: Livestock Research
Ref No. : SSC 83/ 2019
Centre : Cedara
Grade : A-C
Salary : R 293 652 p.a

Minimum Requirements: A National Diploma in Science or relevant qualification and a valid driver's licence. Compulsory registration with SACNASP as a certified Natural Scientist and provide proof thereof. **Experience:** three (3) years post qualification technical (scientific) experience. **Knowledge:** legal compliance; creating high performance culture; professional judgement; Data analysis; Policy development and analysis; presentation skills; Programme and Project management, Scientific methodologies and models, Research and development, Computer aided scientific applications. **Skills:** Analytic, creativity, decision making, team work, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.

Key Performance Areas: Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice; promote public awareness of scientific activities and develop working relations with client base. Perform technical scientific analysis and regulatory functions; apply the appropriate scientific and technical procedures/ skills to generate information and knowledge. Conceptualize and development of scientific equipment, Mentor, train and develop candidate research technicians and others to promote skills knowledge transfer and adherence to sound scientific principles and code of practice.

Enquiries : Dr JF de Villiers

Post : Deputy Director: Veterinary Services
Ref No : SSC 84/ 2019
Centre : Allerton Laboratory
Salary Level: 12
Salary : R869 007 (All-inclusive MMS package) pa

Minimum Requirements: A BVSc or equivalent qualification recognized by the South African Veterinary Council plus registration with the South African Veterinary Council (SAVC) and valid driver's license. **Experience:** 3-5 years veterinary experience. **Knowledge:** Sound knowledge of; Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Agricultural remedies and Stock Remedies Act, 1947 (Act 36 of 1947) Public Finance Management Act, Labour Relations Act as well as the principles of Batho Pele and Transformation. **Skills:** Computer literacy, research, statistics, Interpersonal relations, communication (written / verbal), change management, ability to work under pressure, report writing, time and people management.

Key Performance Areas: Monitor and inspect abattoir/ slaughter services within the province. Monitor and conduct meat inspection. Monitor and inspect facilities approved for export services. Provide veterinary public health training and development. Perform all administrative and related duties.

Enquiries : Dr DWP Ngobese 347 6278

Post : Deputy Director: Agricultural Specialized Advisory Services
Ref No : SSC 85/ 2019
Centre : Harry Gwala District Municipality
Salary Level: 12
Salary : R869 007 (All-inclusive MMS package) pa

Minimum Requirements: BSC Degree or relevant equivalent scientific qualification. Desirable Degree major subject relevant to work responsibilities, Postgraduate qualification (s) in the field applicable to work responsibilities Compulsory registration with SACNASP as a certified Natural Scientist and provide proof thereof. **Experience:** 6 years junior management experience in agricultural environment. **Knowledge:** PSA, RSA Constitution, PSR, PFMA, LRA, EPMDs, Community development, Public Participation outreach, Project Management principles, Social dynamics of KZN, Service Delivery frameworks, Treasury Regulations. White Paper on Agriculture for KZN, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural and Extension principles, Scientific Agricultural Production methods, research and extension methodologies. **Skills:** Computer literacy, communication (written/verbal), interpersonal relations, strategic planning, analytic, planning and organizing, time management, report writing, conflict management, decision-making, team leadership.

Key Performance Areas: Manage the rendering of specialist agricultural advice to both internal and external clients. Manage the conduction of appropriate on-farm agricultural trial by Specialized Agricultural Advisor and dissemination of results to clients. Provide agricultural information and data management support for agricultural development activities and the monitoring and evaluation of agricultural development in the district. Provide programme and project management support. Manage the resources allocated.

Enquiries Mr LL Jongisa 039 834 7600

Post : Senior Admin Officer: Integrated Planning, Policy, Monitoring and Evaluation
Ref No : SSC 86/ 2019
Centre : Cedara
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: National Diploma or Bachelor's Degree in Social Sciences / Public Policy / Public Administration / M&E/ Development Studies and a valid driver's licence. **Experience:** A minimum of 3 years' administration in strategic planning and monitoring and evaluation environment. **Knowledge:** RSA Constitution, PFMA, Treasury Regulation, Government Wide Monitoring and Evaluation Framework, KZN Citizens Charter, Batho Pele Handbook, PSR, PSA, PAIA, LRA, SDA. NDP, PDGP, National Treasury frameworks on managing performance. Monitoring and evaluation systems. **Skills:** Analysis, Communication (written and verbal), Computer Literacy, Report writing, Language skills, Innovative and creative, Interpersonal skills, Planning and organizing skills, Research skills, Time management, Project planning, Public Participation, Relationship management

Key Performance Areas: Coordinate Strategic Planning in the Department. Provide support to monitoring of Department performance. Provide support to performance information reporting. Provide support in the management of performance information audits. Render administrative support services for sub-directorate

Enquiries Mr TW Mkhize Tel: 033 355 9446

Post : Videographer
Ref No : SSC 87/ 2019
Centre : Communication Services – Cedara
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: • A National Diploma/ Bachelor's Degree in Radio/ TV, Film, Fine Arts or related areas and a valid driver's licence. **Experience:** 1-year experience in operating video cameras and editing equipment. **Knowledge:** PFMA, PSR, PSA, LRA, Treasury Regulations, EPMDs, BCEA, EEA, broadcasting rules, field production techniques and standards. **Skills:** Computer literacy, problem solving report writing, communication (written/ verbal), decision-making, creativity, planning and organizing.

Key Performance Areas: Coordinate and produce videography material of Departmental projects and events. Edit and assemble programme material. Ensure the maintenance of equipment. Maintain a database of videography material. Perform all administrative and related functions.

Enquiries **Mr L Manentsa** **Tel 033 343 8217**

Post : Assistant Director: Acquisition Services
Ref No : SSC 88 /2019
Centre : South Service Centre
Salary Level: 09
Salary : R376 596 p.a

Minimum Requirements: A Degree or National Diploma in Supply Chain Management and a valid driver's licence. **Experience:** A minimum of 3 year's supervisory experience in Supply Chain Management field **Knowledge:** RSA Constitution, PSA, PSR, EPMDs, BCEA, KZN Provincial Supply Chain policy framework, SCM policies and procedures, PAIA, National and Provincial Treasury regulations, PPP framework, CSD. **Skills:** communication (written/ verbal), computer Literacy, planning and organizing, time management, research skills, project planning, public participation, problem solving, presentation and supervisory skills.

Key Performance Areas: Monitor received request memo; Administer invitation of suppliers. Manage evaluation of quotations from service providers. Provide advice, guidance and inputs into policies and procedures. Manage the resources allocated.

Enquiries **Ms PMM Nxumalo** **Tel: 033 343 8356**

Post : Personal Assistant to Chief Director: Human Resources Management
Ref No : SSC 89/ 2019
Centre : Human Resources Management – Cedara
Salary Level: 07
Salary : R257 508 per annum

Minimum Requirements: A Secretarial Diploma or equivalent qualification. **Experience:** • 3-5 years' experience in rendering administrative support to Senior Management and a valid driver's licence. **Knowledge:** Relevant legislation/ policies/prescripts and basic knowledge on financial administration. **Skills:** • Communications (verbal and written) with people at different levels and from different backgrounds, good telephone etiquette, computer literacy, sound organizational and interpersonal relations, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents, presentation skills, motivation and self-management.

Key Performance: Provide secretariat/receptionist support to the Chief Director, manage the diary and compile realistic schedules of appointments. Render administrative support; ensure the effective flow of information and documents from the office, scrutinize routine submissions/ reports and make notes. Respond to enquiries and coordinate travel arrangements. Provide support regarding meetings and coordinate logistical arrangements. Support the Chief Director with the administration of the budget when required. Assist in the determining of funding requirements for the purpose of MTEF submissions. Check and collate BAS reports to ensure that expenditure is allocated properly.

Enquiries **Ms INN Zwane** **Tel: 033 355 9623**

Post : Personal Assistant to Director: Agricultural Crop Research Services
Ref No : SSC 90/ 2019
Centre : Cedara
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: A Secretarial Diploma or equivalent qualification. **Experience:** • 3-5 years' experience in rendering administrative support to Senior Management and a valid driver's licence. **Knowledge:** Relevant legislation/ policies/prescripts and basic knowledge on financial administration. **Skills:** • Communications (verbal and written) with people at different levels and from different backgrounds• good telephone etiquette, computer literacy, sound organizational and interpersonal relations, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents, presentation skills, motivation and self-management.

Key Performance• Provide secretariat/receptionist support to the Director, manage the diary and compile realistic schedules of appointments. Render administrative support; ensure the effective flow of information and documents from the office, scrutinize routine submissions/ reports and make notes. Respond to enquiries, coordinate travel arrangements, • Provide support regarding meetings and coordinate logistical arrangements Support the Director with the administration of the budget when required. Assist in the determining of funding requirements for the purpose of MTEF submissions, check and collate BAS reports to ensure that expenditure is allocated properly.

Enquiries Dr. F.N.P. Qwabe Tel: 033 355 9365

Post : Professional Scientist: Crop Research Services
Ref No. : SSC 91 /2019
Centre : Cedara
Grade : A-C
Salary : R 618 563 p.a (All- Inclusive remuneration package to be determined according to years of experience in line with OSD)

Requirements: A 4-year BSc. Agric/ 3-year BSc with Honours / postgraduate Degree in Plant Pathology or Microbiology (Oyster mushroom production research and scientific publications) as a major and a valid driver's licence. Compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof. **Experience:** (3) years post qualification natural scientific experience. **Knowledge:** legal compliance; creating high performance culture; professional judgement; data analysis; policy development and analysis; presentation skills, programme and project management, scientific methodologies and models, research and development, computer aided scientific applications. **Skills:** Analytic, creativity, decision making, team work, creativity, communication (written/verbal), technical report writing, people management, Computer literacy, networking, change management, planning and organising skills.

Key Performance Areas: Develop and implement methodologies, policies, systems and procedures with particular reference to mushroom production research. Identify mushroom production constraints and develop appropriate interventions. Continuous professional development to keep abreast with new technologies and procedures. Conduct applied research to generate information and knowledge aimed at developing appropriate technology to address mushroom production constraints in addressing food insecurity. Gather and interpret data statistically and compile scientific papers and technical documents. Dissemination of information through presentation of papers at scientific symposia, congresses, lecturing at short courses and provide specialist advice on mushroom production related matters to Advisory Services and farmers.

Enquiries Dr S.R. Bezuidenhout Tel: 033 355 9408