

DEPUTY DIRECTOR: ENGINEERING DISTRICT SUPPORT

Reference SSC 12/2021 • Salary Level: 12 • Cedara Engineering Services• Salary: R869 007 p.a. all-inclusive salary MMS package (level 12).

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,

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 Ms SE Ndele

033 343 8024

DEPUTY DIRECTOR: MINOR WORKS, AUXILIARY AND RECORDS

Reference SSC 13/2021 • Salary Level: 11 • Cedara Head Office• Salary: R733 527 p.a. all-inclusive salary MMS package (level 11).

Minimum Requirements: National Diploma/ Degree in Public Administration/ Facilities Management and a valid driver's licence. **Experience:** 3-5 years' junior management experience in Minor Works. Auxiliary and records Services environment. **Knowledge:** National Archives Act, BCEA, PSR, PSA, LRA Records Management Systems, PFMA, Government Immovable Asset Management Act, EPMDs, Departmental Delegations and procedures, Policy Development, Project Planning, Customer Services, **Skills:** Computer literacy, people management, decision-making, time management. strategic planning skills, leadership skills, financial management, conflict management, communication (verbal/written) interpersonal skills, i problem solving skills, report writing and presentation skills.

Key Performance Areas: Manage the provision of minor works services. Mangle the provisions of auxiliary services. Management of records and registry systems. Develop policies and strategies aimed at improving service delivery. Management of resources of the component.

Enquiries Mr TW Mkhize

Tel: 033 343 8116

EXECUTIVE SUPPORT – AGRICULTURAL SERVICES

Reference SSC 14/2021 • Salary Level: 11 • Cedara Head Office• Salary: R733 527 p.a. all-inclusive salary MMS package (level 11).

Requirements: A Degree/ Advanced Diploma in Public Management/ Administration (NQF 7) and a valid driver's Licence. **Experience:** 3-5 years' junior management experience in an executive environment. **Knowledge:** RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, Financial Management, Intergovernmental Relations Framework ,BCEA, LRA, PAIA, EPMDs, Community Development, National and Provincial practice notes, SCM practices and procedure, Project Management Principles and Intergovernmental matters. **Skills:** Excellent communication, (written and verbal), innovative, good interpersonal relations, professionalism, time frame driven, decision making, statistical, planning, presentation, analytic thinking, research, financial management, problem solving, report writing and be able to work under pressure.

Key Performance Areas: Manage executive administrative support services; draft projects plans, analyze information and compile complex documents for the Chief Director. Manage executive financial support services; analyze interpret and compile monthly expenditure reports. Provide financial support to responsibility managers and ensure the compilation and consolidation of budget for the branch. Coordinate the provisions of executive secretariat support; ensure the implementation of resolutions taken and liaison with the various internal and external stakeholders. Ensure compliance with the reporting requirements of the Chief Directorate.

Enquiries Mr ZN Dlamini

033 3559 299

SENIOR ADMINISTRATION OFFICER: INTEGRATED PLANNING, MONITORING AND EVALUATION

Reference SSC 15/2021 • Salary Level: 08 • Cedara Head Office• 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 3438 116

SCIENTIFIC TECHNICIAN: LIVESTOCK RESEARCH

Reference SSC 16/2021 • Grade A-C • Cedara Head Office• Salary: R311 859 p.a.

Requirements: A National Diploma in Agriculture or relevant qualification plus compulsory registration with SACNASP as a certified Natural Scientist and provide proof thereof and a valid driver's licence. **Experience:** 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. Research and development; Conceptualize and development of scientific equipment. Human capital development; 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 NF Mkhize

Tel: 033 355 9316

VIDEOGRAPHER

Reference SSC 17/2021 • Salary Level 07 • Cedara Head Office• 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

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 for SMS posts must be prepared to undergo competency assessment. **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 (posted or hand delivered) to the attention of the Head of Department as follows:

South Service Centre (SSC)
Private Bag X 6005
Hilton
3245

North Service Centre
Private Bag X 1084
Richard Bay
3900

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.

CLOSING DATE: 09 April 2021

DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION

Reference NSC 02/2021 • Salary Level: 11 • Centre: North Service Centre• Salary: R733 527 p.a. all-inclusive salary MMS package (level 11)

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, 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,

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

Enquiries Mr LD Madondo

Tel: 033 343 8070

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES

Reference SSC 06/2021 • Salary Level: 11 • Centre: Hilton • Salary: R733 527 p.a. all-inclusive salary MMS package (level 11)

Requirements: • A National Diploma/ Degree in Financial Management/Accounting and a valid driver's licence. **Experience:** 3 -5 years junior management experience in financial management field. **Knowledge:** PFMA, Treasury Regulations, National and Provincial Treasury Instruction notes, Division of Revenue Act, PSR, PSA, PAIA, LRA, Bas, PERSAL, Logis functionaries, **Skills** Computer literacy, Leadership, planning and organizing, Project management, communication skills(written/ verbal), Interpersonal skills, creative, innovative, time management, Problem solving, change management and conflict management.

Key Performance Areas: Manage the provision of effective and efficient creditor management. Manage the provision of effective and efficient administration of payments. Provide accurate and effective voucher control and loss control services, Manage the provision of effective and efficient salary administration and payroll control services Provide inputs to strategies aimed at improving service delivery. Manage the resources allocated.

Enquiries Ms J Joshua

Tel: 033 343 8248

DEPUTY DIRECTOR: ADMINISTRATION SUPPORT – OFFICE OF THE HOD

Reference SSC 07/2021 • Salary Level: 11 • Cedara Head Office• Salary: R733 527 p.a. all-inclusive salary MMS package (level 11).

Requirements: • National Diploma / Degree in Public Administration/ Management/ Intergovernmental Relations and a valid driver's licence. **Experience:** 3-5 years junior management experience in Public Administration/ Intergovernmental Relations **Knowledge:** RSA Constitution, PSA, PSR, LRA, PFMA, EPMDs, BCEA, , Intergovernmental Relations Framework Act, Project management principles, SCM practices and procedures, Treasury Regulations. **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, People management skills, Relationship Management, decision Making, Diplomacy, protocol.

Key Performance Areas: Manage and coordinate administrative support in the office of the HOD. Develop, implement and maintain administrative systems and procedures in the office of the HOD. Coordinate the maintenance of stakeholder relationships. Provide guidance for the department's international engagements in line with existing protocols. Develop policies and strategies aimed at improving service delivery. Manage the resources of the sub directorate.

Enquiries Ms BB Xulu

033 3438254

DEPUTY DIRECTOR: VETERINARY SERVICES

Reference SSC 08/2021 • Salary Level: 12 • Allerton Laboratory• Salary: R869 007 p.a. all-inclusive salary MMS package (level 12).

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 licence. **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,

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 TA Skhakhane 033 343 6278

PROFESSIONAL SCIENTIST: LIVESTOCK RESEARCH

Reference SSC 09/2021 • Grade: A-C • Cedara Head Office • Salary: 618 732 p.a (All- Inclusive remuneration package to be determined according to years of experience in line with OSD

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 NF Mkhize

Tel: 033 3559 316

DEPUTY DIRECTOR: MONITORING AND EVALUATION

Reference SSC 10/2021 • Salary Level: 11 • Cedara Head Office• Salary: R733 527 p.a. all-inclusive salary MMS package (level 11).

Minimum Requirements: Degree in Public Administration/ Social Sciences and a valid driver's licence. **Experience:** 3-5 years' junior management experience in an M&E and reporting environment. **Knowledge:** RSA Constitution, PSA, PSR, LRA, EPMDs, BCEA, Agricultural Development Policy for KZN, Agricultural Policy Action Plan, Treasury Regulations, Service Delivery Frameworks and project management principles **Skills:** Computer literacy, people management, decision-making, time management. Research skills, strategic planning skills, leadership skills, 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: Develop and maintain a monitoring and evaluation framework for the Province. Ensure the evaluation of the effectiveness of rural development interventions. Ensure the monitoring of the implementation of rural development activities. Develop policies and strategies aimed at improving service delivery. Manage the resources of the sub-directorate

Enquiries Mrs L Wepener

Tel: 033 3559 117

PROFESSIONAL ENGINEER

Reference SSC 11/2021 • Grade A-C: 11 • Cedara Head Office• Salary: R718 059 to be determined according to years of experience in line with OSD

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 : Ms SE Ndele 033 343 8024