



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. _____ of 2020

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. **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 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"

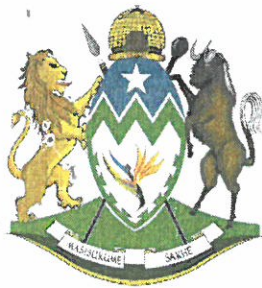
The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.

Copy of advertisement attached.

CLOSING DATE: 20 March 2020


Mr SD Sibande
Head of Department

09/03/2020
Date



agriculture & rural development

Department:
agriculture
& rural development

PROVINCE OF KWAZULU-NATAL

Post : Deputy Director: Organizational Development Service
Ref No : SSC 01 /2020
Centre : Cedara
Salary Level: 11
Salary : R733 527 (all-inclusive MMS package) pa

Minimum Requirements:- National Diploma/Degree in Production Management/Operations Management/Management Services or equivalent qualification plus a Certificate in Job Evaluation and a valid driver's licence. **Experience:** At least 3 years' junior management experience in a JE and organizational development environment. **Knowledge:** PSR, PSA, PAIA, LRA, Project Management principles, EPMDS, BCEA, compilation of JD's, Work-study principles, provincial/ Departmental JE policies, norms and stds, cost benefits analysis, HR practices. **Skills:** Analytical thinking, Computer literacy, presentation skills, communication (written/verbal), Interviewing, report writing, conflict resolution, problem solving, decision making, financial management, leadership skills, policy analysis and development.

Key Performance Areas: Manage the Department's Organisational Design process. Manage and co-ordinate business process mapping. Manage job evaluation / job profiling processes. Ensure provisioning of advice and guidance on queries and policy matters. Manage resources of the Sub-directorate.

Enquiries Mr AP Hitge Tel: 033 355 9654

Post : Senior Administration Officer: HOD Executive Support
Ref No : SSC 02 /2020
Centre : Cedara
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: A National Diploma or Degree in Public Management/ Administration or equivalent qualifications and a valid driver's licence. **Experience:** 3 year's administrative experience in the Public Management environment. **Knowledge:** RSA Constitution, PSA, PSA, PFMA, LRA, Intergovernmental Relations Framework, EPMDS, BCEA, Project Management principles, National and Provincial Practice Notes, SCM Practices and procedures, Treasury Regulations and Ministerial Handbook. **Skills:** Computer Literacy, Communication skills (written/verbal) Financial Management, planning and organizing, research skill and time management.

Key Performance Areas: Provide office support services. Maintain and update records management for the office of the HOD. Provide input into policy development and administer the reception for the HOD's office. Manage the resources allocated.

Enquiries Ms BB Xulu Tel: 033 3438254

Post : Assistant Director: Batho Pele
Ref No : SSC 03 /2020
Centre : Cedara
Salary Level: 09
Salary : R376 596 p.a

Requirements: • A National Diploma or Bachelor's Degree in Public Management/ Administration/ Human Resource Management and a valid driver's licence. **Experience:** 3-5 year's administration experience within a service delivery environment. **Knowledge:** White paper on Transforming Public Service Delivery (Batho Pele), Batho Pele Handbook, KZN Citizens Charter, PSR, PSA, PAIA, LRA, SDA, NDP, Provincial Growth and Development Plan, National Treasury frameworks on managing performance, Change management and monitoring and Evaluation systems. **Skills:** Analysis, Communication (written/ verbal) Computer Literacy, Report writing, Language, innovative and creative, Interpersonal skills, Planning and organizing, time management, research skills, project planning, public participation.

Key Performance Areas: Coordinate the development of Service Delivery improvement plans. Coordinate Batho Pele Revitalization Strategy initiatives. Provide advice and input to policy. Monitor and report on service delivery initiatives. Supervise resources.

Enquiries Ms L Mohamed Tel: 033 343 8150

Post : Personnel Practitioner: Employee Health and Wellness
Ref No : SSC 04/2020
Centre : Employee Health and Wellness – Cedara
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: A National Diploma/ Bachelor's Degree in Human Resource Management/ Social Work / Psychology and a valid driver's licence. **Knowledge:** PSA, PSR, LRA, EPMDS, BCEA, National Strategic Framework for EH&W, 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, communication (verbal/written) interpersonal skills, problem-solving skills, report writing and presentation skills.

Key Performance Areas: Provide HIV/STI and TB Management Services. Provide Health and Productivity Management Services. Provide Wellness Management Services. Provide Safety, Health and Environment, Risk and Quality Management (SHERQ) services. Provide guidance and input to strategies, policies and procedures.

Enquiries Ms GN Mtshali Tel: 033 355 9574

Post : Personnel Practitioner: HR Policies and Transformation
Ref No : SSC 05/2020
Centre : HRA Policy & Practice - Cedara
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: • A National Diploma/ Bachelor's Degree in Human Resource Management (HRM) or Public Administration and a valid driver's licence. **Knowledge:** PFMA, PSR, PSA, LRA, Treasury Regulations, EPMDS, BCEA, EEA, National/Provincial/Departmental HR Policies, Procedures and relevant legislation. **Skills:** Problem solving, time management, presentation skills, report writing, communication (written/ verbal), computer literacy, interpersonal skills, policy development and project management skills.

Key Performance Areas: Develop transversal Human Resource policies. Monitor the implementation of HR Policies and transformation programmes. Develop transformation programmes within the department. Monitor the implementation of HR policies and transformational programmes. Provide input into the development of policies and procedures for sub-directorate. Perform administrative and related duties.

Enquiries Mr LI Mthembu Tel 033 355 9202

Post : HR Officer Supervisor- Establishment Control
Ref No : SSC 06 / 2020
Centre : Cedara
Salary Level: 07
Salary : R257 508 p.a

Requirements A Senior Certificate with a Persal Establishment Course Certificate and a valid driver's licence. **Experience:** • 3-5 years' relevant experience within the Human Resources Management. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, EPMDs, BCEA, National and Provincial Practice Notes, Batho Pele Principles, COIDA, EE, Electronic communication and transactions Act; DPSA Public Service Handbook on the functionality of Persal; **Skills:** Computer Literacy, presentation skills, analytical thinking, interpersonal relations, supervisory skills, report writing skills, problem solving skills, communication (written/verbal), conflict management skills, ability to work under pressure with minimum supervision.

Key Performance Areas: Administer the organizational structure on Persal through the creation and maintenance of posts; and ensure linkages of BAS & Persal etc. Administer Staff Establishment on Persal and conduct quarterly establishment audits. Ensure Persal Clean-up and report accordingly. Ensure the capturing of Job Evaluation data on Persal as well as the supervision of staff and allocated resources

Enquiries: Ms S Reddy Tel: 033 343 8050

Post : Risk Officer
Ref No : SSC 07/2020
Centre : Risk Management - Cedara
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: • A Bachelor's Degree or a National Diploma in Accounting/ Auditing/ Internal Auditing/ Risk Management and a valid driver's licence. **Knowledge:** PFMA, PSR, PSA, LRA, Treasury Regulations, EPMDs, BCEA, EEA, Treasury Regulations, Code of Conduct and Risk Management practices. **Skills:** Problem solving, time management, presentation skills, report writing, communication (written/ verbal), computer literacy, interpersonal skills, policy development and project management skills.

Key Performance Areas: Perform Risk Management planning. Conduct risk identification assessment. Prepare risk report. Perform monitoring. Conduct risk management awareness.

Enquiries Mr B Bodlani Tel: 3 3559 631

Post : Assistant Director: Employee Health and Wellness
Ref No : NSC 01 /2020
Centre : EH&W – North Service Centre (Richards's Bay)
Salary Level: 09
Salary : R376 596 p.a

Minimum Requirements: A National Diploma/ Bachelor's Degree in Human Resource Management/ Social Work / Psychology and a valid driver's licence. **Experience:** 3 year's relevant experience in 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, communication (verbal/written) interpersonal skills, problem-solving skills, report writing and presentation skills.

Key Performance Areas: Manage the implementation of HIV & AIDS STI's & TB Programme. Ensure the implementation of Safety, Health Environment, Risk and Quality Services (SHERQ). Coordinate the implementation of Employee Health & Productivity Wellness Management programmes. Provide input to policies, operational plans and procedures within the service areas. Manage the resources of the section.

Enquiries Ms INN Zwane Tel: 033 3559 623

Post : Assistant Director: Performance Management
Ref No : NSC 02 /2020
Centre : North Service Centre
Salary Level: 09
Salary : R376 596 p.a

Requirements: • A National Diploma/ Bachelor's Degree in Human Resource Management/ Human Resource Development or equivalent qualification and a valid driver's licence. **Experience:** 3 year's administrative/ supervisory experience in a Human Resource Management and Development environment. **Knowledge:** PFMA, PSR, PSA, LRA, Policies and procedures pertaining to HRD field in particular performance management, **Skills:** Problem solving, time management, training and development, decision-making, communication (written/ verbal), Computer Literacy, Interpersonal skills and presentation skills.

Key Performance Areas: Administer performance planning processes and procedures. Administer performance reviews/ assessments. Administer the implementation of probation processes. Monitor and evaluate the effective implementation of performance management processes and procedures. Manage the resources of the section.

Enquiries : Mr CB Sibiya Tel: 033 3559 249

Post : Assistant Director Agriculture (10 posts)
Ref No (1) : SSC 08/2020
Centre : Alfred Duma Local Municipality
Ref No (2) : SSC 09/2020
Centre : Buhlebezwe Local Municipality
Ref No (3) : SSC 10/2020
Centre : Hibiscus Local Municipality
Ref No (4) : SSC 11/2020
Centre : KwaDukuza Local municipality
Ref No (5) : SSC 12/2020
Centre : Msunduzi Local Municipality,
Ref No (6) : NSC 03/2020
Centre : Newcastle Local Municipality
Ref No (7) : NSC 04/2020
Centre : Mhlathuze Local Municipality
Ref No (8) : NSC 06/2020
Centre : Mtubatuba Local Municipality
Ref No (9) : NSC 07/2020
Centre : Nquthu Local Municipality
Ref No (10) : NSC 08/2020
Centre : Ulundi Local Municipality
Salary Level: 10
Salary : R470 040 pa.

Minimum Requirements: A 4 year BSc degree in Agriculture / Bachelor's Degree in Agriculture plus Honours Degree in Agriculture/ National Diploma plus B Tech degree in Agriculture plus compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof. **Experience:** 6-10 years' experience in Agricultural Advisory Services. **Knowledge:** PSA, RSA Constitution, White Paper on Agriculture for 1996, Norm & Standards for Extension & Advisory Services, Agricultural Extension and advisory principles, Strategy for Agrarian Transformation, NDP, Provincial Growth & Development Plan, PSA, PSR, PFMA, LRA, Community development, public participation, community outreach, project management principles, social dynamics of KZN, Service Delivery frameworks and Treasury Regulations. **Skills:** Communication (written/verbal), computer literacy, report writing, problem solving, research and analytic, interpersonal, presentation, planning and organizational skills.

Key Performance Areas: Ensure and render general agricultural advice to internal and external clients to ensure sustainable development. Ensure and promote sustainable agricultural enterprises. Plan and implement all agricultural projects/ programmes. Facilitate partnership with relevant stakeholders and manage the resources allocated.

Enquiries : Mr ZN Dlamini Tel: 033 343 8290

Post : Senior Agricultural Advisor (8 posts)
 Ref No (1) : SSC 13/2020
 Centre : Ethekewini South Local Municipality
 Ref No (2) : SSC 14/2020
 Centre : Ethekewini North Local Municipality
 Ref No (3) : SSC 15/2020
 Centre : Harry Gwala Local Municipality
 Ref No (4) : SSC 16/2020
 Centre : Umzumbe Local Municipality
 Ref No (5) : SSC 17/2020
 Centre : Msunduzi Local Municipality
 Ref No (6) : NSC 09/2020
 Centre : Nkandla Local Municipality
 Ref No (7) : NSC 10/2020
 Centre : Mhlathuze Local Municipality
 Ref No (8) : NSC 11/2020
 Centre : Pongola Local Municipality
 Salary Level: 09
 Salary : R376 596 pa

Minimum Requirements: A 4 year BSc degree in Agriculture / Bachelor's Degree in Agriculture plus Honours Degree in Agriculture/ National Diploma plus B Tech degree in Agriculture compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof. **Experience:** 3 years appropriate experience. **Knowledge:** RSA Constitution, White Paper on Agriculture for 1996, Norm & Standards for Extension & Advisory Services, Agricultural Extension and advisory principles, Strategy for Agrarian Transformation, NDP, Provincial Growth & Development Plan, PSA, PSR, PFMA, LRA, Community development, public participation, community outreach, project management principles, social dynamics of KZN, Service Delivery frameworks and Treasury Regulations. **Skills:** Communication (written/verbal), computer literacy, report writing, problem solving, research and analytic, interpersonal, presentation, planning and organizational skills.

Key Performance Areas: Render Scientific and technical advice to internal and external clients to ensure sustainable development. Provided technical support for organized agricultural and other agricultural stakeholders, provide advice and after care and assist with planning which would include the establishment if cooperatives, farmers association. Provide technical support on agricultural projects. Promote sustainable production of agricultural products. Involvement in research activities and perform administrative activities.

Enquiries : Mr ZN Dlamini Tel: 033 343 8290

Post : Agricultural Advisor (05 posts)
 Ref No (1) : SSC 18/2020
 Centre : Greater Kokstad Local Municipality
 Ref No (2) : SSC 19/2020
 Centre : UMzimkhulu Local Municipality
 Ref No (3) : SSC 20/2020
 Centre : Ethekewini North Local Municipality
 Ref No (4) : NSC 12/2020
 Centre : Jozini Local Municipality
 Ref No (5) : NSC 13/2020,
 Centre : Nongoma Local Municipality
 Salary Level: 08
 Salary : R316 791 pa

Minimum Requirements: A 4 year BSc degree in Agriculture / Bachelor's Degree in Agriculture plus Honours Degree in Agriculture / National Diploma plus B Tech degree in Agriculture plus compulsory registration with SACNASP as a Natural Professional Scientist and provide proof thereof. **Knowledge:** RSA Constitution, White Paper on Agriculture for 1996, Norm & Standards for Extension & Advisory Services, Agricultural Extension and advisory principles, Strategy for Agrarian Transformation, NDP, Provincial Growth & Development Plan, PSA, PSR, PFMA, LRA, Community development, public participation, community outreach, project management principles, social dynamics of KZN, Service Delivery frameworks and Treasury Regulations. **Skills:** Communication (written/verbal), computer literacy, report writing, problem solving, research and analytic, interpersonal, presentation, planning and organizational skills.

Key Performance Areas: Ensure and render general agricultural advice to internal and external clients to ensure sustainable development. Ensure and promote sustainable agricultural enterprises. Plan and implement all agricultural projects/ programmes. Facilitate partnership with relevant stakeholders and manage the resources allocated.

Enquiries : Mr ZN Dlamini Tel: 033 343 8290

Post : Project Administration Officer – Project Office (3 posts)
Ref No : SSC 21/2020
Centre : Cedara
Salary Level: 08
Salary : R316 791 p.a

Requirements: • A National Diploma / Bachelor's Degree in Public Administration and a valid driver's licence. **Experience:** 1-2 years' experience in a project/ administration environment. **Knowledge:** RSA Constitution, PFMA, White Paper on Agriculture for KZN, Norms and Standards for extension and Advisory services. Strategy for Agrarian Transformation in KZN, APP, ADP for KZN, SR, PSA, PAIA, LRA, SDA, NDP, PGDP, **Skills:** Computer Literacy, communication (written/ verbal) innovative and creative, Interpersonal skills, planning and organizing, project planning, public participation.

Key Performance Areas: Provide administrative support to the implementation of projects. Participate in the Steering Committee meetings. Assist in monitoring and report on the projects. Provide advice, guidance, and inputs to policy. Perform all administrative and related functions.

Enquiries : Mr ZN Dlamini **Tel:** 033 343 8290

Post : Engineering Technician (5 posts) – (Re-advertisement)
Ref No (1) : SSC 22/2020
Centre : Ilembe District Municipality
Ref No (2) : SSC 23/2020
Centre : Ugu District Municipality
Ref No (3) : SSC 24/2020
Centre : Umgungundlovu District Municipality
Ref No (4) : NSC 14/2020
Centre : Umkhanyakude District Municipality
Ref No (5) : NSC 15/2020,
Centre : Umzinyathi District I Municipality
Grade : A-C
Salary : R311 859 pa (minimum) (actual notch will be determined according to experience in line with OSD)

Requirements: A National Diploma in Engineering and a valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician and proof thereof. **Experience:** three (3) years post qualification technical engineering experience (Agricultural, Civil or Mechanical) **Knowledge:** Sound knowledge of project management, technical design and analysis, research and development. **Skills:** Problems solving, planning and analysis, decision making, team work, creativity, communication (written/verbal), people management, customer focus and responsive and be computer literacy, planning and organising skills.

Key Performance Areas: To render technical services and support in engineering research. Planning, design and implementation of engineering projects and new systems to solve problems and improve efficiency in one or more of the following fields of agricultural engineering: irrigation & water supply; mechanization; farm structures; animal handling facilities; soil conservation; food processing and energy. Implementation of cost effective solutions according to departmental standards. Application of existing design manuals, standard drawings and procedures. Promotion of safety in line with statutory and regulatory requirements. Reporting on service delivery and adherence to administrative procedures and regulations. Self-development in terms of keeping up to date with new technologies and procedures.

Enquiries : Mr ME Thekiso **Tel:** 033 – 3559 457

Post : Lecturer: Animal Health
Ref No : NSC 16/ 2020
Centre : Owen Sithole Agriculture Training Institute
Salary Level: 08
Salary : R316 791 p.a

Requirements: A 4-year Bachelor of Agriculture degree or equivalent qualification in Animal Health (NQF 7) and a valid driver's licence. **Experience:** 3 years relevant verifiable experience in Animal Health. **Skills:** Ability to communicate in isiZulu and English (verbal and written), Computer literacy, willingness to travel extensively even outside of KZN, work afterhours, weekends and public holidays.

Key Performance Areas: Develop and review courses and programme material. Lecture both theory and practical to students and learners for the Diploma and other college programmes, primarily in Animal Health/ Physiology or Animal Breeding generic agricultural courses across the curriculum. Develop tools and assess students and learners. Manage the health of the college livestock. Liaise with relevant agricultural role players and align course material with requirements set for academic institutions.

NB: Short listed candidates will be expected to prepare and present a ten-minute lecturer on the relevant subject.

Enquiries Mr B Lutge **Tel:** 033 355 9306

Post : Agricultural Training Officer: Animal Production (Ruminants)
Ref No : NSC 17 /2020
Centre : Owen Sithole Agriculture Training Institute
Salary Level: 08
Salary : R316 791 p.a

Minimums Requirements A Bachelor's Degree or National Diploma in Agriculture (Animal Production) or equivalent qualification and a valid driver's licence. **Experience:** 3 years relevant experience in Animal Production **Skills:** Computer skills, communication (written/ verbal), people management, presentation, facilitation, leadership, Innovative thinking, organizational and interpersonal skills, ability to operate tractor with implements, ability to conduct practical's and willingness to travel extensively even outside of KZN, work after hours and weekends

Key Performance Areas: Manage the Beef, Dairy and Small stock units of the college. Assist lecturers with the practical components of the courses. Present practical's to students. Maintain the unit's infrastructure and facilities. Assist with general college farm duties and activities.

Enquiries Mr B Lutge Tel: 033 355 9306

Post : Control Animal Health Technician
Ref No : NSC 18 /2020
Centre : Jozini Local Municipality: Veterinary Services
Salary Level: 10
Salary : R470 040 p.a

Minimum Requirements: A National Diploma in Animal Health or equivalent qualification plus proof of registration with SAVC and valid driver's licence. **Experience:** 3-5 years' relevant experience within veterinary services. **Knowledge:** Sound knowledge of: Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Medicine and Related Substance Control Act, Animal Identification Act, 6 of 2002, Veterinary and Para –Veterinary Professions Act, 1962, Livestock Improvement Act, 2 of 1997, Animal Protection Act, 71 of 1961. **Skills:** Interpersonal relations, Computer literacy, Leadership, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing, and people management.

Key Performance Areas: Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis. Manage the support services to the state veterinarian concerning animal diseases control, reproduction and production advancement, sample collection and law enforcement. Manage extension services on animal health to animal owners; determine need for farmers and communities. Keep up to date concerning the applicable prescripts, policies, procedures, technologies and new developments to be able to render effective Animal Health support services. Perform all administrative and related functions; develop and implement database, compile reports, provide inputs and proposals.

Enquiries Dr C Kutwana 035 780 06704

Post : Control Veterinary Technologist
Ref No : NSC 19 /2020
Centre : Vryheid Laboratory
Salary Level: 10
Salary : R 470 040 p.a

Minimum Requirements: National Diploma in Veterinary Technology or equivalent qualification plus registration with SAVC and a valid driver's Licence. **Experience:** 3-5 years' relevant experience within the field of veterinary services: **Knowledge:** Sound knowledge of laboratory quality management, 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:** Interpersonal relations, Computer literacy, communication (written / verbal), conflict management, change management, ability to work under pressure and report writing.

Key Performance Areas: Render a more advanced veterinary laboratory diagnostic testing services. Coordinate and supervise the activities of the veterinary technologists in the laboratory. Ensure veterinary technologists populate databases with the latest information to provide veterinary statistics for national and international planning. Act as quality control officer for the laboratory. Keep up to date with regard to applicable prescripts, policies, procedure, technologies, new developments to be able to render, and efficient and effective veterinary diagnostic services. Perform administrative related functions.

Enquiries : Dr S Chisi Tel 033 343 6284

Post : Veterinary Technologist
Ref No : NSC 20/2020
Centre : Vryheid Veterinary Laboratory
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: National Diploma in Veterinary Technology or equivalent qualification plus registration with SAVC and a valid driver's Licence. **Skills:** Interpersonal relations, Computer literacy, communication (written / verbal), conflict management, change management, ability to work under pressure and report writing.

Key Performance Areas: Render veterinary laboratory testing services. Populate data bases to provide veterinary statistics for national and international planning. Keep abreast with the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary diagnostic laboratory services. Promote safe laboratory environment.

Enquiries : Dr S Chisi Tel 033 343 6284

Post : Deputy Director: Monitoring and Evaluation
Ref No : SSC 25/2020
Centre : Integrated Rural Development – Cedara
Salary Level: 11
Salary : R733 257 (all-inclusive MMS package) p.a

Minimum Requirements: A 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

Post : Senior Agricultural Economist
Ref No (1) : SSC 26 /2020
Centre : Rural Enterprise and Industry Development – Cedara
Salary Level: 10
Salary : R470 040 pa.

Minimum Requirements: An Honours Degree or equivalent qualification with Economic s and or Agriculture as a major subject and a valid driver's licence **Experience:** 3 years relevant experience. **Knowledge:** PSA, RSA Constitution, White Paper on Agriculture, knowledge of economic and financial (advanced) analytic techniques. PSR, PFMA, LRA, Community development, public participation, community outreach, project management principles, social dynamics of KZN, Service Delivery frameworks and Treasury Regulations. **Skills:** Communication (written/verbal), computer literacy, report writing, problem solving, research and analytic, interpersonal, presentation, planning and organizational skills.

Key Performance Areas: Continuous in-depth study/research of development parttens/ trends in a specific agricultural environment. Undertake and over-see the application of analysis/ identification of economic questions/ challenge in a specific environment/ situation pertaining to legislation/ strategy/ policy / initiatives/ interventions. Undertake and oversee the application, adaptation and/or development of models in order to reflect the current situation and/ or forecast/ project possible scenario. Undertake and oversee the compilation of the final output. Undertake and oversee the provisions of advice to internal and external stakeholders on the impact of forecast for decision-making and/or intervention within a specific environment. Undertake and oversee the development of business plan. Establish and maintain a network for liaison with economical/ agricultural; analysis institutions

Enquiries : Ms J Mthembu Tel 033 343 8220

Post : Transaction Advisor
Ref No : SSC 27/2020
Centre : Funding, Investment & Partnerships - Cedara
Salary Level: 09
Salary : R376 596 p.a

Minimum Requirements: • National Diploma in Public or Business Management/ Development Finance and a valid driver's licence.
Experience: 3-5 years appropriate experience. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, EPMDS, BCEA, Community Development, Public Participation, Project management principles, Millennium Development Goals, SCM Practices and procedures, PGDP, Treasury Regulations, KZN Citizen's Charter, Intergovernmental matters, Ministerial Handbook, Protocol Manual of South Africa, trade and marketing, Economics. **Skills:** Computer Literacy presentation skills, analytical thinking, Interpersonal relations, research skills, financial management skills, time management, report writing skills, problem solving skills, communication (written/verbal), self-disciplined and be able to work under pressure with minimum supervision.

Key Performance Areas: Render transactional advice on investments undertaken by DARD. Technically support the facilitation of the implementation of new and current partnerships. Implement knowledge management and information systems i.r.o Investments and Partnerships. Provide inputs and monitor compliance in respect of policies, guidelines and prescripts aimed at service delivery. Perform administrative and related duties and manage the resources of the sub-directorate.

Enquiries Mrs L Wepener **Tel:** 033 3559 117

Post : Senior Labour Relations Officer (3 posts)
Ref No : SSC 28/2020
Centre : Employee Relations - Cedara
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: • A National Diploma/Degree in Labour Law/ Labour Relations/ Industrial Relations/ Human Resources Management / Public Management and a valid driver's licence. **Experience:** 3 years' experience in an employee relations environment. **Knowledge:** RSA Constitution, PFMA, PSR, PSA, LRA, Batho Pele Principles, Management Act, PSCBC Collective Agreements/ Resolution, GPSSBC Collective Agreements., EPMDS, BCEA, **Skills:** Computer Literacy, Problem solving, time management, presentation skills report writing, communication (written/ verbal), interpersonal skills, policy development and project Management skills, negotiation skills, planning and organizing, research, relationship management and public participation skills.

Key Performance Areas: Render effective discipline procedures within the department. Render effective grievance procedures within the department. Render effective dispute resolution processes. Provide labour relations training and perform administrative and related duties.

Enquiries Mr JJ Nxumalo **Tel:** 033 343 8146

Post : Senior Communication Officer
Ref No : SSC 29/2020
Centre : Communication Services – Cedara
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: • National Diploma in Communications/ Public Relations/ Journalism/ Media Studies and a valid licence. **Knowledge:** Knowledge of communications and public Relations, PSA, PSR, BCEA, public service systems and procedures, knowledge on the relevant legislation/policies/prescripts and office administration, broadcasting rules and regulations, field production techniques and standards, GCIS Frameworks and government protocol. **Skills:** Computer literacy, communication (written/verbal), language, photography, graphic design, desktop publishing, media liaison, good telephone etiquette, sound organisational skills, good people skills, high level of reliability, ability to act with tact and discretion, Ability to do research and analyse documents and situation, good grooming and presentation, self-management and motivation, procedures,

Key Performance Areas: Provide internal communication services. Provide external communication services. Provide public interface management services. Provide advice, guidance & inputs to policy development. . Perform administrative and related functions.

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

Post : Control Animal Health Technician
Ref No : NSC 21/2020
Centre : Umzinyathi Vet - Dundee
Salary Level: 10
Salary : R470 040 p.a

Minimum Requirements: National Diploma in Animal Health or equivalent qualification plus proof of registration with SAVC and valid driver's licence. **Experience:** 3-5 years' relevant experience within veterinary services. **Knowledge:** Sound knowledge of: Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Medicine and Related Substance Control Act, Animal Identification Act, 6 of 2002, Veterinary and Para –Veterinary Professions Act, 1962, Livestock Improvement Act, 2 of 1997, Animal Protection Act, 71 of 1961. **Skills:** Interpersonal relations, computer literacy, leadership, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing, and people management.

Key Performance Areas: Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis. Manage the support services to the state veterinarian concerning animal diseases control, reproduction and production advancement, sample collection and law enforcement. Manage extension services on animal health to animal owners; Keep abreast of developments concerning the applicable prescripts, policies, procedures, technologies to be able to render effective Animal Health support services. Perform all administrative and related functions; develop, implement and maintain the database, compile reports and provide inputs and proposals.

Enquiries Dr C Kutwana 035 780 06704

Posts : Animal Health Technician
Ref No : NSC 22/2020
Centre : North Service Centre – Umkhanyakude
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: National Diploma in Animal Health plus proof of registration with South African Veterinary Council (SAVC) and a valid driver's licence. **Knowledge:** Animal Disease Act, Meat Safety Act, Medicine and Related Substance Control Act, Animal Identification Act, 6 of 2002, Veterinary and Para –Veterinary Professions Act, 1962, Livestock Improvement Act, 2 of 1997, Animal Protection Act, 71 of 1961. **Skills:** Computer literacy, communication (written / verbal), Interpersonal relations,

Key Performance Areas: Plan and implement disease control measures. Render a support service to the State Veterinarian with regard to animal diseases control, reproduction and production advancement, sample collection and law enforcement. Provide extension services on animal health owners. Erect, repair and maintain international animal diseases fences. Provide animal quarantine services. Perform administrative and related functions.

Enquiries Dr C Kutwana 035 780 06704

Post : Fleet Technician
Ref No : NSC 23/2020
Centre : Fleet Management: Richards Bay
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: N2 in Motor Mechanics + Trade test or equivalent qualification and a valid driver's licence. **Experience:** 3-5 years' experience in motor mechanics. **Knowledge:** PFMA, PSR, PSA, Treasury Regulations, Batho Pele Principles Modern automotive engineering & maintenance, motor mechanics manual, understanding of manufacturers vehicles technical specifications, knowledge of Fleet Management Framework, maintenance and repairs of vehicles, Road Traffic and Road Transportation Legislation. **Skills:** Computer Literacy, Petrol and Diesel Motor Mechanics skills, computer literacy, problem solving, time management, report writing, decision-making, communication (written/ verbal), interpersonal skills, and negotiation skills.

Key Performance Areas: Ensure maintenance of government vehicles (Truck, Buses and Motor Vehicles). Conduct vehicle physical inspection. Disposal of vehicles and ensure the removal of all departmental insignia, registration plates and any departmental branding before vehicle auctioning. Provide technical advice and guidance and perform administrative related functions.

Enquiries Mrs S Diedericks **Tel:** 033 343 8135

Post : Control Engineering Technician (2 posts)
Ref No : SSC 30/2020
Centre : Head Office – Hilton x1 post, UMgungundlovu District x1 post
Post Grade: A-B
Salary : R446 202 p.a (minimum) (actual notch to be determined according to experience in line with OSD)

Minimum Requirements: A National Diploma in Engineering and a valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician and provide proof thereof. **NB: candidates who do not meet this requirement will be disqualified.** **Experience:** Six (6) years post qualification technical engineering experience. **Knowledge:** Sound knowledge of project management, technical design and analysis, research and development. **Skills:** Problems solving, planning and analysis, decision making, team work, creativity, communication (written/verbal), people management, customer focus and responsiveness. Computer literacy, planning and organising skills.

Key Performance Areas: To perform and manage technical services in technical services and support in engineering research design, construction operations and maintenance. Planning, design and implementation of engineering projects and new systems to solve problems and improve efficiency 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. Development of cost effective solutions according to departmental standards. Evaluation of existing manuals, standard drawings and procedures to incorporate new technology. Promotion of safety in line with statutory and regulatory requirements. Reporting on service delivery and adherence to administrative procedures and regulations. Self-development in terms of keeping up to date with new technologies and procedures. Following an approved CPD programme for continued registration purposes.

Enquiries : Mr ME Thekiso 033 343 8024

Post : Administration Officer: Minor Works X1 post
Ref No : SSC 31/2020
Centre : Cedara
Salary Level: 07
Salary : R257 508 pa.

Minimum Requirements: A National Diploma or Degree in Public Management or Administration and a valid driver's licence. **Knowledge:** Transport policies, PFMA, National Treasury Framework, Leave Policy, PPE Policy, Occupational Health and Safety Act. **Skills:** Computer Literacy, Communication skills (written/verbal) Financial Management, planning and organizing, research skill and time management.

Key Performance Areas: Render administration support services. Provide procurement of all goods and services. Assist staff and client with the information services of the directorate. Provide inputs and maintain knowledge on policies

Enquiries : Mr W Zondi 033 343 8093

Post : General Administration Clerk Supervisor
Ref No : SSC 32/2020
Centres : UThukela District: Admin Support
Salary Level: 07
Salary : R257 508 pa.

Minimum Requirements: A Senior Certificate or equivalent qualification. **Experience:** 3-5 years relevant experience. **Skills:** Computer literacy, communication, (written and verbal), interpersonal relations, teamwork, flexibility planning and organizational skills.

Key Performance Areas: Supervise and render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Supervise and provide supply chain clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial and administration support services in the component. Supervision of staff.

Enquiries : Mrs T Nkosi 036 34 6301

Post : General Administration Clerk Supervisor
Ref No : NSC 24/ 2020
Centres : Amajuba District: Admin Support
Salary Level: 07
Salary : R257 508 pa.

Minimum Requirements: A Senior Certificate or equivalent qualification. **Experience:** 3-5 years relevant experience. **Skills:** Computer literacy, communication, (written and verbal), interpersonal relations, teamwork, flexibility planning and organizational skills.

Key Performance Areas: Supervise and render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Supervise and provide supply chain clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial and administration support services in the component. Supervision of staff.

Enquiries : Ms NN Ndlovu Tel 034 315 3936

Post : HR Clerk Production – Human Resources Development
Ref No : SSC 33/2020
Centre : South Service Centre- Hilton
Salary Level: 05
Salary : R 173 703 pa

Minimum Requirements: A Senior Certificate and a valid driver's license. **Knowledge:** Computer literacy and knowledge of Persal. **Skills:** Good communication skills (verbal and written).

Key Performance Areas: Render implementation of performance planning processes. Implementation of Performance Reviews. Implementation of probation process. Coordination of assessment Committee meeting sittings. Conduct compliance check

Enquiries : Mr D Cele Tel: 033 343 8395

Post : SCM Clerk – Asset Management (2 posts)
Ref No (1) : SSC 34/2020
Centre : Cedara
Ref No (2) : SSC 36/2020
Centre : South Service Centre
Salary Level: 05
Salary : R173 703 pa

Minimum Requirements: A Senior Certificate or equivalent qualification. **Knowledge:** Basic knowledge of Asset Management duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic understating of the legislative framework governing the public service and work procedures in terms of the working environment. **Skills:** Communications (verbal and written) interpersonal relations, flexibility, teamwork, Computer Literacy, planning and organising

Key Performance: Render asset management clerical support, control and maintain asset record for state owned vehicles through Hardcat and deals with the disposal of state owned vehicle process. Updating of authority to drive and specimen signatures ,handling of licence disc renewal process for departmental vehicles, carry out reconciliation exercise from received transaction reports, recording of logs for all trips travelled, administration of traffic fines received by proxy and assist with the exercise of annual departmental fleet verification..

Enquiries : Ms B Mthembu 033 355 9167

Post : SCM Clerk
Ref No : SSC 35/2020
Centre : South Service Centre
Salary Level: 05
Salary : R173 703 pa.

Minimum Requirements: A Senior Certificate or equivalent qualification. **Knowledge:** Basic knowledge of Supply Chain Management duties, PFMA, Treasury regulations, Treasury Instruction Notes, Ability to capture data, Operate computer and collecting statistics. **Basic understating** of the Legislative Framework governing the public service and work procedures in terms of the working environment. **Skills:** Communications (verbal and written) interpersonal relations, flexibility, teamwork, Computer Literacy, planning and organising and language.

Key Performance: Receive request memos. Invite quotations from service providers. Receive quotation from service providers Evaluate quotations from service providers Attend site briefing meeting and site visits.

Enquiries : Ms PMM Nxumalo Tel: 033 343 8359

Post : Photocopier Operator
Ref No : SSC 36/2020
Centre : Cedara
Salary Level: R 102 534 pa.

Minimum Requirements: A grade 08 or equivalent qualifications. **Skills:** be able to communicate (read and write) and ability to operate photocopying machine.

Key Performance Areas: Operate a photocopier machine; report any malfunctioning of a photocopier, scanning and keeping of record of photocopier activities. Binding and laminating of documents. Provide counter services; receive and contact clients when documents are ready and update tensions when required.

Enquiries : Mrs P Mtshali 033 3559 231

Post : General Administration Clerk
Ref No : SSC 37/2020
Centre : Facilities – Cedara
Salary Level: 05
Salary Notch: R173 703 pa

Minimum Requirements: A grade 12-certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Provide supply chain and clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration support services in the component. Provide financial and administration support services in the component.

Enquiries : Ms M Nkosi Tel: 033 355 9513

Post : General Administration Clerk
Ref No : SSC 38/2020
Centres : Cedara – Spawn Mushroom Production
Salary Level: 05
Salary Notch: R173 703 pa.

Minimum Requirements: A Senior Certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Provide supply chain and clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration support services in the component. Provide financial and administration support services in the component.

Enquiries : Dr FNP Qwabe Tel: 033 355 9 365

Post : Laboratory Assistant
Ref No : SSC 39/2020
Centres : Cedara – Spawn Mushroom Production
Salary Level: 04
Salary : R145 281 pa

Minimum Requirements: • A Senior Certificate or equivalent qualification and a valid driver's licence. **Skills:** • Communications (verbal and written) interpersonal relations, reliability and ability to work under pressure.

Key Performance: Prepare samples for determination of chemical residues: pH, EC. Mycology etc; collecting/ taking samples for preparation; storage of samples, assist in the decontamination and disposal of used samples; preparation of stains, buffers, smears and reagents, packing and transporting of samples. Perform routine analysis of samples under mentorship/ supervision of senior personnel; perform extractions and basic analysis of samples, record results and assist in routine identification of pests/ diseases. Perform basic maintenance of selected equipment and instructions. Maintain tidiness of laboratories. Perform administrative and related functions; inventory control of equipment and consumables for equipment, assist with invoicing of analyses and comply with health and safety regulations.

Enquiries : Dr FNP Qwabe 033 355 9365

Post : General Administration Clerk (2 posts)
Ref No (1) : SSC 40/2020
Centres : Cedara College x1
Ref No (2) : NSC 25/2020
Centres : Owen Sithole College x1
Salary Level: 05
Salary : R173 703 pa

Minimum Requirements: A Senior Certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Provide supply chain and clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration support services in the component. Provide financial and administration support in the services component.

Enquiries : Mr B Lutge Tel: 033 355 9306

Post : Driver Messenger (3 posts)
Ref No (1) : SSC 41/2020
Centre : Cedara College x1
Ref No (2) : SSC 42/2020
Centre : Ugu District Admin Support x1
Ref No (3) : NSC 26/2020
Centre : Owen Sithole College x1
Salary Level: 04
Salary : R145 281 pa.

Minimum Requirements: Grade 7/ ABET Certificate, a valid code B/EB drivers licence and a PDP. **Experience:** At least 1-year relevant driving experience.

Key Performance Areas: Render Collect postbag, parcels from the post office. Transport officials to and from meetings, seminars and service providers as well as airport and venues. Deliver the vehicles to merchants, for services, maintenance and repairs. Transport students for experiential and educational tours. Collect orders from Head Office.

Enquiries: Mr B Lutge: Cedara and Owen Sithole College – 033 355 9306 Ms MP Gwala: Ugu District – 039 682 2045

Post : Laundry Aid
Ref No : SSC 43/2020
Centre : Cedara
Salary Level: 02
Salary : R 102 534 pa.

Minimum Requirements: Grade 7/ Abet certificate. **Skills:** be able to communicate (read and write) and ability to operate electrical appliances (cleaning appliances)

Key Performance Areas: Perform laundry services. Check whether all laundry delivered is marked. Be able to read washing instruction. Separate laundry according to colours and names of students. General cleaning of dormitories and other buildings, maintenance of hostels and grounds, maintenance of cleaning equipment. Assist with delivered goods and minor sewing for students. Assist with washing coffee mugs.

Enquiries Mr B Lutge Tel: 033 355 9306

Post : General Administration Clerk Production (6 posts)
Ref No (1) : SSC 44/ 2020
Centre : Ilembe District x3
Ref No (2) : SSC 45/2020
Centres : UGU District x2
Ref No (3) : SSC 46/2020
Centre : Umgungundlovu District x1
Salary Level: 05
Salary : R 173 703 pa

Minimum Requirements: A Senior Certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Provide supply chain and clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration support services in the component. Provide financial and administration support in the services component.

Enquiries: Mr GM Dlamini: Ilembe District – 032 437 7508 Ms NP Shoji: Umgungundlovu District – 033 347 6249
Ms MP Gwala: Ugu District – 039 682 2045

Post : General Administration Clerk (7 posts)
Ref No (1) : NSC 27/ 2020
Centre : Umzinyathi District x4
Ref No (2) : NSC 28/ 2018
Centre : King Cetshwayo District x3
Salary Level: 05
Salary : R 173 703 pa

Minimum Requirements: Senior Certificate or equivalent qualifications. **Skills:** Computer literacy, communication (written and verbal), interpersonal relations, teamwork, flexibility, language proficiency, planning and organizational skills.

Key Performance Areas: Render general clerical support services; record, organize, store, capture and retrieve correspondence and data. Provide supply chain and clerical support services within the component; liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration support services in the component. Provide financial and administration support in the services component.

Enquiries : Ms SA Shandu: King Cetshwayo District – 035 7806 700 Mr NF Gumede – Umzinyathi District – 034 299 9660

Post : Receptionist (4 posts)
Ref No (1) : NSC 29/ 2020
Centre : Amajuba District x1
Ref No (2) : NSC 30/ 2020
Centre : Umkhanyakude District x1
Ref No (3) : NSC 31/2020
Centre : Zululand District x1
Ref No (4) : SSC 47/2020
Centre : Uthukela District x1
Salary Level: 04
Salary : R 145 281 pa

Minimum Requirements: A Senior Certificate or equivalent qualification. **Skills:** Communication, (written and verbal), interpersonal relations, team honesty, professionalism, integrity, honesty and punctuality

Key Performance Areas: Render reception/ switchboard service: attend to incoming and outgoing telephone calls, provide clients with information, maintain telephone database, take messages and convey to relevant staff. Maintain switchboard system; identify and report telephone calls. Record maintenance of the switchboard. Bar and activate telephone extensions when authorized.

Enquiries : Ms NN Ndlovu: Amajuba District – 034 315 3936 Mr TS Ngcobo: Zululand District – 035 874 9000
 Mrs BG Mncwango: Umkhanyakude District – 035 550 0210 Mrs TM Nkosi: Uthukela District – 036 634 6301

Post : Tractor Driver (4 posts)
Ref No (1) : SSC 48/2020
Centre : Cedara Farm x1
Ref No (2) : SSC 49/2020
Centre : UGU District x1
Ref No (3) : NSC 32/2020
Centre : Bartlow Combine x1
Ref No (4) : NSC 33/2020
Centre : Owen Sithole College x1
Salary Level: 04
Salary : R145 281 pa.

Minimum Requirements: Basic education (literacy and numeracy- ABET level 2) and a valid driver's licence (Code EC1 with PDP).
Experience: At least 1-year appropriate driving experience.

Key Performance Areas: Operate a tractor with various implements (such as ploughs, Rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities. Perform vehicle maintenance and administrative support. Ensure the safe storage of, cleaning and routine vehicle/ implements such as changing tyres and checking water, oil, tyre pressure etc. Operate specialized machinery (such as harvesters, drilling equipment, excavators etc.).

Enquiries : Ms MP Gwala: Ugu District – 039 682 2045 Mr B Lutge: Owen Sithole College – 033 355 9306
 Mr A Kent: Cedara Grassland Science – 033 355 9192 Dr NFP Qwabe: Agric Crop Research – 033 355 9365

Post : Food Service Aid
Ref No : NSC 34/2020
Centre : Nsingweni Training Centre
Salary Level: 02
Salary : R 102 534 pa.

Minimum Requirements: Grade 7/ Abet certificate. **Skills:** be able to communicate (read and write) and ability to operate electrical appliances (cleaning appliances)

Key Performance Areas: Perform laundry services. Check whether all laundry delivered is marked. Be able to read washing instruction. Separate laundry according to colours and names of students. General cleaning of dormitories and other buildings, maintenance of hostels and grounds, maintenance of cleaning equipment. Assist with delivered goods and minor sawing for students. Assist with washing coffee mugs.

Enquiries : Ms SA Shandu 035 7806 700

Post : General Worker (5 posts)
Ref No (1) : SSC 50/2020
Centres : Mnambithi & Indaka Local Municipality x1
Ref No (2) : SSC 51/2020
Centres : Nyangwini Training Centre – Ugu District x1
Ref No (3) : NSC 35/2020
Centres : Umkhanyakude District x3
Salary Level: 02
Salary : 102 534 pa.

Minimum Requirements: Abet and must be fluent in IsiZulu. **Skills:** Communication, (written and verbal), interpersonal relations, team honesty, professionalism, integrity, honesty, punctuality,

Key Performance Areas: Perform General Assistant work; loading and offloading furniture, equipment's and any other goods to the relevant destination. Clean government vehicles. Clean relevant workstations.

Enquiries: Ms MP Gwala: Ugu District – 039 682 2045 Mrs BG Mncwango: Umkhanyakude District – 035 550 0210
 Mrs TM Nkosi: Uthukela District – 036 634 6301

Post : Cleaner (11 posts)
Ref No (1) : SSC 52/2020
Centres : Minor Works x2
Ref No (2) : SSC 53/2020
Centre : Umgungundlovu District x1
Ref No (3) : SSC 54/2020
Centre : Ndwedwe Local Municipality x1
Ref No (4) : NSC 36/2020
Centres : Amajuba District x1
Ref No (5) : NSC 37/2020
Centre : Dundee Farm Services x1
Ref No (6) : NSC 38/2020
Centre : Makhathini Research Services x1
Ref No (7) : NSC 39/2020
Centres : Umkhanyakude District x3
Ref No (8) : NSC 40/2020
Centre : Crop Research Services -Umzinyathi District x1
Salary Level: 02
Salary : R102 534 pa

Minimum Requirements: Abet and must be fluent in IsiZulu. **Skills:** Communication, (written and verbal), interpersonal relations, team honesty, professionalism, integrity, honesty, punctuality,

Key Performance Areas: Clean allocated office buildings. Clean general kitchen utensils, basins, wash and keep stock of kitchen utensils. Clean the restrooms; re-filling hand wash, replacing toilet papers and empty waste bins. Keep and maintain cleaning material and equipment; report broken cleaning machines and equipment. Clean microwaves, vacuum cleaners and all other equipment after use and request cleaning materials.

Enquiries: Mr GM Dlamini: Ilembe District – 032 437 7508 Ms NP Shoji: Umgungundlovu District – 033 347 6252
 Mrs BG Mncwango: Umkhanyakude District – 035 550 0210 Ms MP Gwala: Ugu District -039 682 2045
 Dr JF Devilliers: Cedara Livestock Research – 033 355 9192 Dr NFP Qwabe: Agric Crop Research -033 355 9365
 Ms NN Ndlovu – Amajuba District 034 315 3936 Mr W Zondi: Cedara Minor Works – 033 3559 558

Post : Farm Aid x10 posts – Spawn Mushroom Production
Ref No : SSC 55/2020
Centre : Cedara
Salary Level: 02
Salary : R102 534 pa.

Minimum Requirements: A Grade 10 / standard 08 qualifications. **Experience** on a farm or research station would be an advantage.
Skills: Fluency in English will be an added advantage.

Key Performance Areas: The successful candidate will after training be responsible for production of mushroom packs; Planting and maintenance of Juncao grass; Assisting with preparation and monitoring of mushroom trenches, research trials and mushroom showroom; Responsible for general work and hygiene of Isikhowe Juncao Mushroom.

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

Post : Farm Aid (11 posts)
Ref No (1) : SSC 56/2020
Centre : Cedara College x2
Ref No (2) : SSC 57/2020
Centre : Livestock Research – Cedara x1
Ref No (3) : SSC 58/2020
Centre : Kokstad Research Farm x1
Ref No (4) : NSC 41/2020
Centre : Owen Sithole College x1
Ref No (5) : NSC 42/2020
Centre : Grassland Science: OSCA x1
Ref No (6) : SSC 43/2020
Centre : Bartlow Combine x1
Ref No (7) : NSC 44/2020
Centre : Dundee Farm Services x1
Ref No (8) : NSC 45/2020
Centre : Makhathini Farm Services x1
Ref No (9) : NSC 46/2020
Centre : Crop Research – King Cetshwayo x1
Ref No (10) : NSC 47/2020
Centre : Agronomy – Umzinyathi District x1
Salary Level: 02
Salary : R 102 534 pa.

Minimum Requirements: A Grade 10 / standard 08 qualifications. **Experience** on a farm or research station would be an advantage.
Skills: Fluency in English will be an added advantage

Key Performance Areas: Perform routine activities in respect of crop production through assistance with the soil sampling and related activities. Harvesting and storage of grain and fodder. Perform routine activities in respect of assisting with livestock. Perform general beautification and ground keeping. Perform general cleaning of farm building facilities, disposal of waste material and assist with water supply to livestock and farm buildings. Assist with general routine infrastructure activities

Enquiries: Mr A Kent: Cedara Grassland Science- 033 355 9192 Dr FNP Qwabe: Agric Crop Research - 033 3559 365
Mr B Lutge: Cedara and Owen Sithole College – 033 355 9306
Dr JF Devilliers: Agric Livestock Research – 033 355 195