



## agriculture & rural development

Department:  
agriculture  
& rural development  
PROVINCE OF KWAZULU-NATAL

**TO: MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT, DEPUTY DIRECTOR GENERALS, CHIEF DIRECTORS, DIRECTORS AND ALL STAFF**

**IDENTICAL CIRCULAR No. 2 of 2018**

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 to be submitted (posted or hand delivered) to the following address: -

Applications must be submitted (posted or hand delivered) as directed.

**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: 10 August 2018**

Mr SP Myeza  
Acting Head of Department

23/07/2018  
Date

The applicants for posts salary level 10 to salary level 13 are requested to submit/post their applications to the prescribed address as follows:

**SSC**

**South Service Centre Cedara**

**Private Bag X 6005**

**Hilton**

**3245**

**CED**

**Cedara**

**Private Bag X9059**

**Pietermaritzburg**

**3200**

**NSC**

**North Service Centre**

**Private Bag X 1048**

**Richards Bay**

**3900**

**Post : Director: Agricultural Extension and Advisory Services**

**Ref No : CED 02/2018**

**Centre : Cedara**

**Salary Level : 13**

**SMS Package : R948 174 p.a.** An all-inclusive salary package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after 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 4 year BSc Degree in Agricultural Sciences/ B. (Hon) Degree in Agriculture/ B.Tech in Agriculture and a valid driver's licence. **Experience:** A minimum of 5 years Middle Management (MMS) experience in an agricultural environment. **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, time management and decision making as well as 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 and coordinate the implantation of land reform and other agricultural interventions. Manage the development and implementation of policies. Manage the resources of the Directorate.

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

**Post : Director: Food and Nutrition Security**

**Ref No : CED 03/2018**

**Centre : Cedara**

**Salary Level : 13**

**SMS Package : R948 174 p.a.** An all-inclusive salary package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duties. The successful candidate will be subject to security clearance and is required to disclose financial interests.

**Minimum Requirements:** Degree in Agriculture or Food and Nutrition Science (NQF) and a valid driver's licence. **Experience:** A minimum of 5 years Middle Management (MMS) experience in Food Security or a related work environment. **Knowledge:** sound knowledge of relevant legislative environment: RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, Financial Management, Legislative prescripts and mandates pertaining to food security, LRA, PAIA, EPMDS, National/ Provincial and Departmental Food Security strategies. **Skills:** Excellent communication, (written and verbal), innovative, good interpersonal relations, time management and decision making as well as statistical forecasting and strategic planning skills.

**Key Performance Areas:** Provide strategic direction and support to improve food security livelihoods; ensure broad internal and external stakeholder participation in the development of food security. Coordinate the implementation of food and Nutrition security intervention; ensure the promotion of wholesome indigenous food, organic production and good agricultural practices. Coordinate the monitoring and reporting on food security; evaluate the impact of strategies in relation to the implementation interventions. Manage the development and implementation of food security policies and manage the resources allocated.

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

**Post : Director: Youth, Women and People with Disabilities**

**Ref No : CED 042018**

**Centre : Cedara**

**Salary Level : 13**

**SMS Package : R948 174 p.a.** An all-inclusive salary package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after 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 Degree in Public Administration/ Public Management/ Human Resources Management (NQF 7) and a valid driver's licence. **Experience:** A minimum of 5 years Middle Management (MMS) experience in HR/ agricultural environment. **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, time management and decision-making as well as statistical forecasting and strategic planning skills.

**Key Performance Areas:** Manage and facilitate youth empowerment programmes; monitor, evaluate and report on youth programmes. Manage and facilitate the empowerment of women and people with disabilities and ensure the development and implementation of empowerment strategies and policy frameworks. Facilitate the establishment of strategic partnership; develop agricultural initiatives and interventions to address rural poverty and unemployment. Manage the development and implementation of policies; participate in the National and Provincial structures and fora and monitor, evaluate and report on compliance. Manage the resources allocated.

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

**Post : Deputy Director: Human Resources Development**

**Ref. No : SSC 03/2018**

**Centre : South Service Centre (Hilton)**

**Salary Level : 11**

**MMS Package : R697 011 (all-inclusive MMS package) per annum**

**Minimum Requirements:** A Diploma or Degree in Human Resource Management/ Development and a valid driver's Licence. **Experience:** A minimum of 3 years' relevant junior management experience in Human Resource Management/ Development. **Knowledge:** RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, Policies and Procedures and systems pertaining to HRD, National Public Service HRD strategy, Skills Development strategy, incapacity code on poor performance, BCEA and knowledge of PERSAL. **Skills:** People management, problem saving, time management, policy analysis and development skills, management and administration, research, facilitation, computer literacy, presentation, and report writing and be able to work under pressure.

**Key Performance Areas:** Manage effective implementation of EPMDs. Manage implementation of skills development programmes. Manage the implementation of awarded bursaries. Manage implementation of probation processes and procedures. Manage the resources allocated.

**Enquiries : Mr CB Sibiyi 033 355 9687**

**Post** : **Assistant Director: Planning Monitoring and Evaluation (3 posts)**  
**Ref. No.** : **SSC 04/2018**  
**Centre** : **Cedara**  
**Salary Level** : **10**  
**Salary** : **R444 693 per annum**

**Minimum Requirements:** A Bachelor's Degree in Social Science (Policy Development Studies, M&E, Political Science and Public Administration), A Post graduate qualification is recommended. **Experience:** 3 years' relevant experience within Strategic Planning, M&E or a Social Research environment. **Knowledge:** Planning frameworks, relevant legislation and plans, policy analysis formulation, research methods, monitoring and evaluation. **Skills:** Report writing, research, facilitation, problem solving, communication (written verbal, confidentiality, programme and project management, financial management, professionalism, confidentiality and commitment.

**Key Performance Areas:** Develop procedures and systems for strategic planning for the department, its entities and branches; facilitate the sitting of departmental strategic planning and provide secretariat support. Conduct planning workshops and consolidate planning inputs from planning consultative processes. Monitor implementation of the plans across the department. Conduct departmental branch performance reviews. Facilitate performance information reporting of the department.

**Enquiries** : **Mr TW Mkhize** **Tel: 033 3559 446**

**Post** : **Assistant Director: Risk Management (2 posts)**  
**Ref No** : **SSC 05/2018**  
**Centre** : **Cedara**  
**Salary Level** : **09**  
**Salary** : **R356 289 per annum**

**Minimum Requirements:** B.Comm Accounting/ National Diploma in Internal Auditing/Accounting or National Diploma in Risk Management and a valid driver's licence. **Experience:** 3-5 years relevant experience. **Knowledge:** PFMA, PSR, PSA, National Frameworks on Managing Performance, Treasury Regulations, Code of Conduct and Risk Management Framework. **Skills:** Report writing, problem solving, communication (written verbal, confidentiality, programme and planning and organizing skills, research skills, time management skills, innovative and creativity skills.

**Key Performance Areas:** Ensure risk management planning. Conduct risk identification and assessment. Facilitate risk assessment processes and review documented information including identified risks on CURA software. Prepare risk assessment reports. Perform risk monitoring; conduct physical verifications on implemented action plans, obtain evidence of implementation of corrective actions and identify new emerging risks. Conduct risk management awareness; conduct workshops on fraud preventions; risk management policies and risk management advocacy. Manage the resources allocated.

**Enquiries:** **Mrs B Bodlani** **033 355 9631**

**Post** : **Deputy Director: Veterinary Services**  
**Ref No** : **SSC 07/2018**  
**Centre** : **Allerton Laboratory**  
**Salary Level** : **12**  
**MMS Package** : **R826 053 (All-inclusive MMS package) per annum**

**Minimum Requirements:** A BVSc or equivalent qualification recognized by the South African Veterinary Council (SAVC) plus registration with the SAVC and valid driver's licence. **Experience:** 3-5 years veterinary and management experience. **Knowledge:** Sound knowledge of Animal Disease Act, Meat Safety Act, Fertilizers, Farm Feeds 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:** Manage the provision of professional veterinary laboratory diagnostic and advisory service; manage the monitoring of controlled and other livestock diseases; manage official disease reporting for nationally controlled and notifiable diseases and manage database system of veterinary statistics. Manage research and development; manage the finances and assets of the Allerton Provincial Veterinary Laboratory Manage administrative and related functions of the laboratory. Manage the resources allocated.

**Enquiries** : **Dr DWP Ngobese** **033 3476200**

**Post** : **Professional Scientist: Entomologist**  
**Ref No** : **SSC 08/2018**  
**Grade** : **A-C**  
**Centre** : **Research & Technology Development, Cedara, Pietermaritzburg**  
**Salary** : **R 549 639 - 592 110 - Salary Notch will be determined by the years of experience in terms of Occupational Specific Dispensation provisions**

**Minimum Requirements:** A BSc Agriculture Degree in Agriculture with Entomology as a major or equivalent qualification and at least three years' experience in the appropriate research field. SACNASP registration as a professional scientist is mandatory. Candidates should have excellent written and verbal communication skills, be computer literate (spreadsheet and word processing) and have a driver's licence (code EB).

**Key Performance Areas:** Develop and implement methodologies, systems and procedures: Identify and help prioritise agricultural problems requiring relevant research through contact with farmers and advisers, and by keeping up to date with the latest technology and research findings. Undertake Research and scientific developmental activities: Plan, design and conduct field trials, glasshouse experiments, develop laboratory techniques to find practical solutions to agricultural problems and investigate, develop and implement new systems to improve agricultural yields. Perform agricultural scientific analysis and regulatory functions: Gather and interpret data, evaluate results and disseminate information. Transfer technology to farmers and advisers, as well as to present research findings at symposia and congresses and publish research findings in scientific and popular journals. Supervise and mentor field staff.

**Enquiries** : **Ms FNP Qwabe** **034 2122479**

**Post** : **Deputy Director: Administration**  
**Ref No** : **NSC 03/2018**  
**Centre** : **UMzinyathi District**  
**Salary Level** : **11**  
**MMS Package** : **R697 011 (all-inclusive MMS package) per annum**

**Minimum Requirements:** National Diploma/ Degree in Public Management/ Administration, Human Resource Management or Financial Management and a valid Driver's Licence. **Experience:** 3-5 years' management experience in an administrative environment. **Knowledge:** RSA Constitution, PFMA, Treasury Regulations, PSR, PSA, OHS Act, SCM Practices and Procedures, LRA, Batho Pele principles, Government Immovable Asset Management Act and Framework, Treasury Regulations, HARDCAT, BAS, Archives Act and COIDA. **Skills:** Financial management, people management, problem solving, time management, communication (verbal/ written), interpersonal relations, computer literacy, presentation and report writing and be able to work under pressure.

**Key Performance Area:** Manage office administration support services; Ensure the provision of effective and efficient Supply Chain Management services in accordance with SCM legislative and policy framework; Manage the provision of human resource services; Manage the provision of financial services in accordance with prescripts; coordinate budgetary inputs, monitor monthly expenditure and IYM.; manage the provisions of; reception services, cleaning services, security services and manage the facilitation of maintenance and repairs of IT equipment. Manage the resources allocated.

**Enquiries** : **Mr ZN Dlamini 033 3559 122**

**Post** : **State Veterinarian**  
**Ref No** : **NSC 04/2018**  
**Centre** : **Vryheid Laboratory**  
**Salary Level** : **11**  
**Salary** : **R 697 011 (All-inclusive MMS package) per annum**

**Minimum Requirements:** Bachelor of Veterinary Medicine and Surgery (BVMCH) plus proof of registration with South African Veterinary Council and a valid driver's licence **Experience:** 3-5 years' appropriate 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, communication (written / verbal), conflict management, change management, ability to work under pressure, report writing and people management.

**KEY PERFORMANCE AREAS:** Manage the provisions of Veterinary Laboratory Services and ensure the provisions of veterinary laboratory quality management. Monitor the control of other diseases of livestock, and coordinate training and continued professionalism. Develop Veterinary support policies and strategies, manage the implementation of National, Provincial and Departmental Framework and report any discrepancies regarding compliance to all relevant stakeholders. Manage resources of Vryheid veterinary laboratory.

The inconvenience caused in this regard is regretted

**Enquiries** : **Dr DPW Ngobese 033 343 8024**

**Post** : **Lecturer: Veld and Cultivated Pastures.**  
**Salary Level** : **08**  
**Salary Notch** : **R 299 709 p.a**  
**Reference** : **NSC 05/2018**  
**Centre** : **Owen Sithole College**

**Requirements:** A 4-year BSc. Degree or B Degree in Agricultural Veld or Pasture Management (NQF level 8) and a valid driver's licence. **Experience:** At least 3 years' relevant experience in veld or pasture management. **Knowledge:** Good knowledge of animal veld or pasture management. **Skills:** Good Presentation, communication (written and verbal) and interpersonal skills. Be competent in using word processing and Spread Sheet software (MS Office).

**Key Performance Areas:** Prepare lesson plans and present practical, theoretical and/or short courses; prepare practical and theoretical material, present classes and maintain disciplines during classes. Renewal and development of course material and study guides; do basic information research in the field, provide inputs for curriculum development and integrate relevant findings in existing courses, develop totally new courses if required, liaise with relevant agricultural role players and align course material with requirements set for academic institutions. Assessment of students through compilation of questions and memorandums, grading of answer sheets, papers and assignments and invigilate during exam tests. Administrative responsibility; give inputs towards policy, planning academics, facilities, finances, develop year plans for classes, administration of class attendances, registers student records and exam results, serve on various committees and comply with the public service prescripts. Keep abreast with the applicable prescripts, policies, procedures, technologies and new developments in the subject field

**Enquiries** : **Mr AS Mazibuko** **Tel: 035 795 1345**

## UMGUNGUNDLOVU DISTRICT

**Post** : **Receptionist**  
**Ref No.** : **SSC 13/ 2018**  
**Centres 1** : **UMgungundlovu District: Admin Support**  
**Salary Level** : **04**  
**Salary Notch** : **R136 800 per annum**

**Requirements:** A grade 12 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.

**Post** : **General Worker (5 posts)**  
**Ref No** : **SSC 14/ 2018**  
**Centres** : **UMgungundlovu District: Mkhambathini / Richmond Local (2);  
Mooi Mpofana / Mpendle Local Office (1); Msunduzi/ UMshwathi Local (2)**  
**Salary Level** : **02**  
**Salary Notch** : **R96 549 per annum**

**Requirements:** **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 duties; loading and offloading of furniture, equipment and any other goods to the relevant destination. Clean government vehicles. Clean relevant workstations.



**Post :** Cleaner (3 posts)  
**Ref No :** SSC 15/ 2018  
**Centres :** UMGungundlovu District: (Mkhambathini& Richmond (1); Mooi Mpofana/Mpendle (1); Msunduzi/ UMshwathi (1)  
**Salary Level :** 02  
**Salary Notch :** R96 549 per annum

**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 :** Mrs NM Sithole 033 347 6249

**NB: ALL APPLICATIONS FOR UMGUNGUNDLOVU MUST BE SUBMITTED TO THE UMGUNGUNDLOVU DISTRICT OFFICE FOR THE ATTENTION OF MRS NM SITHOLE ADDRESS: P/BAG X9086, PIETERMARITZBURG, 3200 or 458 TOWNBUSH ROAD, PIETERMARITZBURG, 3200**

## UTHUKELA DISTRICT

**Post :** General Administration Clerk (Supervisor)  
**Ref No :** SSC16/ 2018  
**Centres :** UThukela District: Admin Support  
**Salary Level :** 07  
**Salary Notch :** R242 475 per annum

**Requirements:** A grade 12 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.

**Post :** General Administration Clerk (5 Posts)  
**Ref No :** SSC 17/ 2018  
**Centres :** UThukela District: Admin Support (2), UMtshezi Local (1), Okhahlamba Local (1), eMnambithi & Ndaka Local (1)  
**Salary Level :** 05  
**Salary Notch :** R 163 563 per annum

**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 in the services component.

**Post** : **Receptionist**  
**Ref No** : **SSC 18/ 2018**  
**Centres 1** : **UThukela District: Admin Support**  
**Salary Level** : **04**  
**Salary Notch** : **R 136 800 per annum**

**Requirements:** A grade 12 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 CP JELE** **036 634 6301**

**NB: ALL APPLICATIONS FOR UTHUKELA MUST BE SUBMITTED TO THE UTHUKELA DISTRICT OFFICE FOR THE ATTENTION OF MS CP JELE**

**ADDRESS: P/BAG X9905, LADYSMITH OR COLENZO ROAD, NEXT TO CALTEX GARAGE, PIETERS INDUSTRIAL AREA.**

## **UMZINYATHI DISTRICT**

**Post** : **General Administration Clerk (Supervisor)**  
**Ref No** : **NSC 08/ 2018**  
**Centres** : **Umzinyathi District: Admin Support**  
**Salary Level** : **07**  
**Salary Notch** : **R 242 475 per annum**

**Requirements:** A grade 12 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 and 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 support services in the component. Supervise and provide financial and administration support in the services component. Supervision of staff

**Post** : **General Administration Clerk (4 posts)**  
**Ref No** : **NSC 09/ 2018**  
**Centres** : **Umzinyathi District: Msinga Local (1), Endumeni Local (1), Nquthu Local (1), Mvoti Local (1)**  
**Salary Level** : **05**  
**Salary Notch** : **R 163 563 per annum**

**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 in the services component.

**Post** : General Worker (2 posts)  
**Ref No** : NSC 10/ 2018  
**Centres** : Umzinyathi District: Admin Support (1), Endumeni Local (1)  
**Salary Level** : 02  
**Salary Notch** : R 96 549 per annum

**Requirements:** **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** : Mr PPK Hlatwayo 034 299 9660

**NB: ALL APPLICATIONS FOR UMZINYATHI MUST BE SUBMITTED TO THE UMZINYATHI DISTRICT OFFICE FOR THE ATTENTION OF MR PPK HLATSWAYO ADDRESS: P.O.BOX 125, DUNDEE, 3000 OR 26 BEACONFIELD STREET, TALANA BUILDING, DUNDEE**

## AMAJUBA DISTRICT

**Post** : General Administration Clerk (Supervisor)  
**Ref No** : NSC 11/ 2018  
**Centres** : Amajuba District: Admin Support  
**Salary Level** : 07  
**Salary Notch** : R 242 475 per annum

**Requirements:** A grade 12 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 and 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 support services in the component. Supervise and provide financial and administration support in the services component. Supervision of staff

**Post** : **General Administration Clerk (2 Posts)**  
**Ref No** : **NSC 12/ 2018**  
**Centres** : **Amajuba District: Emadlangeni Local (1), Danhouser Local (1)**  
**Salary Level** : **05**  
**Salary Notch** : **R163 563 per annum**

**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 in the services component.

**Post** : **Receptionist**  
**Ref No** : **NSC 13/ 2018**  
**Centres** : **Amajuba District: Admin Support**  
**Salary Level** : **04**  
**Salary Notch** : **R 136 800 per annum**

**Requirements:** A grade 12 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.

**Post** : **Cleaner**  
**Ref No** : **NSC 14/ 2018**  
**Centres** : **Amajuba District (Emadlangeni)**  
**Salary Level** : **02**  
**Salary Notch** : **R 96 549 per annum**

**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 MJ Nhleko** **034 312 4614**

**NB: ALL APPLICATIONS FOR AMAJUBA MUST BE SUBMITTED TO THE AMAJUBA DISTRICT OFFICE FOR THE ATTENTION OF MR MJ NHLEKO.**

**ADDRESS: P.O. BOX 170, NEWCASTLE 2940 OR 58 ALLEN STREET, CITY CENTRAL BUILDING, NEWCASTLE, 2940**

# UMKHANYAKUDE DISTRICT

**Post :** General Administration Clerk (8 Posts)  
**Ref No :** NSC 15/ 2018  
**Centres :** uMkhanyakude District: Admin Support (5), Mtubatuba Local (1), Hlabisa & Big 5 False Bay Local (1), Jozini Local (1)  
**Salary Level :** 05  
**Salary Notch :** R 163 563 per annum

**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 in the services component.

**Post :** Receptionist  
**Ref No :** NSC 16/ 2018  
**Centres :** UMkhanyakude District: Admin Support  
**Salary Level :** 04  
**Salary Notch :** R 136 800 per annum

**Requirements:** A grade 12 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.

**Post :** General Worker (3 Posts)  
**Ref No :** NSC 17/ 2018  
**Centres :** UMkhanyakude District  
**Salary Level :** 02  
**Salary Notch :** R 96 549 per annum

**Requirements:** **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.

**Post** : Cleaner (3 posts)  
**Ref No** : NSC 18/ 2018  
**Centres** : UMKhanyakude District: Umhlabuyalingana Local (1); Mtubatuba Local (1); Hlabisa & Big 5 False Bay (1)  
**Salary Level** : 02  
**Salary Notch** : R96 549 per annum

**Requirements:** Able 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 ST Msibi 035 5500210

**NB: ALL APPLICATIONS FOR UMKHANYAKUDE MUST BE SUBMITTED TO THE UMKHANYAKUDE DISTRICT OFFICE FOR THE ATTENTION OF MR ST MSIBI**  
**ADDRESS:** P/BAG X008, MTUBATUBA, 3935 OR HIBISCUS AVENUE, MTUBATUBA, 3935

# KING CETSWAYO DISTRICT

**Post :** General Administration Clerk (3 Posts)  
**Ref No :** NSC 19/ 2018  
**Centres :** King Cetshwayo District: Nkandla Local (1), Mfolozi Local (1), Umhlathuze Local (1)  
**Salary Level :** 05  
**Salary Notch :** R 163 563 per annum

**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 in the services component.

**Post :** Receptionist  
**Ref No :** NSC 20/ 2018  
**Centre :** King Cetshwayo District: Admin Support  
**Salary Level :** 04  
**Salary Notch :** R 136 800 per annum

**Requirements:** A grade 12 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 BH Nkosii 035 473 0400

**NB: ALL APPLICATIONS FOR KING CETSWAYO MUST BE SUBMITTED TO THE KING CETSWAYO DISTRICT OFFICE FOR THE ATTENTION OF MS BH NKOSI**

**ADDRESS: P/BAG X552, ESHOWE, 3815 OR IJUBA STREET, KING DINIZULU TOWNSHIP, ESHOWE, 3815**

# ZULULAND DISTRICT

**Post :** General Administration Clerk (3 Posts)  
**Ref No :** NSC 21/ 2018  
**Centres :** Zululand District: Admin Support (1), Abaqulusi Local (1), Edumbe Local (1)  
**Salary Level :** 05  
**Salary Notch :** R 163 563 per annum

**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 in the services component.

**Post :** Receptionist  
**Ref No :** NSC 22/ 2018  
**Centres :** Zululand District: Admin Support  
**Salary Level :** 04  
**Salary Notch :** R 136 800per annum

**Requirements:** A grade 12 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 :** Mr MD Dlamini 035 874 9015

**NB: ALL APPLICATIONS FOR ZULULAND MUST BE SUBMITTED TO THE ZULULAND DISTRICT OFFICE FOR THE ATTENTION OF MR MD DLAMINI.**

**ADDRESS: P/BAG X 100, ULUNDI, 3838 OR KING DINIZULU HIGHWAY, LA BUILDING ZONE 3, ULUNDI, 3838**



# ILEMBE DISTRICT

**Post :** General Administration Clerk (3 Posts)  
**Ref No :** SSC 16/ 2018  
**Centres :** ILembe District: Admin Support (2), Maphumulo Local (1)  
**Salary Level :** 05  
**Salary Notch :** R 163 563 per annum

**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 in the services component.

**Post :** Receptionist  
**Ref No :** SSC 17/ 2018  
**Centres 1 :** ILembe District: Admin Support  
**Salary Level :** 04  
**Salary Notch :** R 136 800per annum

**Requirements:** A grade 12 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.

**Post :** General Worker  
**Ref No :** SSC 18/ 2018  
**Centres :** ILembe District: KwaDukuza Local  
**Salary Level :** 02  
**Salary Notch :** R96 549 per annum

**Requirements:** **Requirements:** Abet and must be fluent is 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 :** Mr GM DLAMINI 032 437 7500

**NB: ALL APPLICATIONS FOR ILEMBE MUST BE SUBMITTED TO THE DISTRICT OFFICE FOR THE ATTENTION OF MR GM DLAMINI.**

**ADDRESS: P/BAG X 10691, KWADUKUZA, 4450 OR CNR OF LINK AND R102, ALBERT HOUSE, KWADUKUZA**

# UGU DISTRICT

Post : General Administration Clerk  
Ref No : SSC 19/ 2018  
Centres : UGu District: Admin Support  
Salary Level : 05  
Salary Notch : R 163 563 per annum

**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 in the services component.

Post : General Worker  
Ref No : SSC 20/ 2018  
Centres 1 : Ugu District: Ray Nkonyeni Local  
Salary Level : 02  
Salary Notch : R 96 549 per annum

**Requirements:** **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 039 682 2045

**NB: ALL APPLICATIONS FOR UGU MUST BE SUBMITTED TO THE UGU DISTRICT OFFICE FOR THE ATTENTION OF MS MP GWALA.**

**ADDRESS: P/BAG X885, PORT SHEPSTONE, 4240 OR 1 NELSON MANDELA DRIVE, OLD LAXEY HOUSE, PORT SHEPSTONE, 4241**

# HARRY GWALA DISTRICT

**Post :** General Administration Clerk  
**Ref No :** SSC 21/ 2018  
**Centres :** Harry Gwala District: Admin Support  
**Salary Level :** 05  
**Salary Notch :** R 163 563 per annum

**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 in the services component.

**Post :** Receptionist  
**Ref No :** SSC 22/ 2018  
**Centres :** Harry Gwala District: Admin Support  
**Salary Level :** 04  
**Salary Notch :** R 136 800 per annum

**Requirements:** A grade 12 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.

**Post :** General Worker (2 Posts)  
**Ref No :** SSC 23/ 2018  
**Centres 1 :** Harry Gwala District: Umzimkulu Local (1), Ubuhlebezwe Local (1)  
**Salary Level :** 02  
**Salary Notch :** R 96 549 per annum

**Requirements:** **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 :** Mr. LL Jongisa      039 834 7600

**NB: ALL APPLICATIONS FOR HARRY GWALA MUST BE SUBMITTED TO THE HARRY GWALA DISTRICT OFFICE FOR THE ATTENTION OF MR LL JONGISA**  
**ADDRESS: P/BAG X504, IXOPO, 3276**  
**FNB BUILDING, 17 MARGERET STREET, IXOPO.**