



DIRECTORATE:

01 Cedara Road, Pietermaritzburg, 3200
KZN Department of Agriculture & Rural Development
Private Bag X9059, Pietermaritzburg, 3200
Tel: 033 355 9235 Fax: 033 355 9122

Human Resources Administration, Policies & Practices

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

IDENTICAL CIRCULAR NO: 10 OF 2020

The content 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 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 may 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).

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.

Applicants must quote the correct reference number and submit (post or hand deliver) to The Head of Department as per the following address:

SSC
South Service Centre
Private Bag X 6005
Hilton
3245


NSC
North Service Centre
Private Bag X 1048
Richards Bay
3900

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

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

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

CLOSING DATE: 28 August 2020


Mr SD Sibande
Head of Department

17/08/2020
Date



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : Deputy Director: Executive Support to CFO
Ref No : SSC 59/2020
Centre : Cedara – Office of the CFO
Salary Level: 11
Salary : R733 527 (all-inclusive MMS package) pa

Minimum Requirements: Degree/ Advanced Diploma in Public Management/ Administration (NQF level 7) and a valid driver's licence.
Experience: 3-5 years' junior management experience in executive management. **Knowledge:** PSR, PSA, PAIA, LRA, Project Management principles, EPMDs, BCEA, IGR framework, National and Provincial Practice Notes. SCM Practices and procedures and Treasury Regulations. **Skills:** Analytical thinking, Computer literacy, presentation skills, communication (written/verbal), report writing, financial management, decision making and be able to work under pressure.

Key Performance Areas: Manage executive administrative support services. Manage executive financial support services. Coordinate the provision of executive secretariat services. Coordinate information on DDG's projects and manage the resources allocated.

Enquiries Ms APN Madlala **Tel: 033 343 8123**

Post : Deputy Director: Supply Chain Management
Ref No : SSC 60/2020
Centre : Cedara – Supply Chain Management
Salary Level: 11
Salary : R733 527 (all-inclusive MMS package) pa

Minimum Requirements: Degree or National Diploma in Supply Chain Management or equivalent qualification and a valid driver's licence. **Experience:** 3-5 years' junior management experience in SCM environment. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, National and Provincial Practice Notes, KZN Provincial supply chain policy framework, SCM Practices and procedures, PAIA, National Treasury Regulations, PPP framework. **Skills:** Presentation skills, analytical thinking, interpersonal relations, computer literacy, planning and organizing, time management, report writing, problem solving, communication (written/verbal), conflict management, change management and decision making.

Key Performance Areas: Manage acquisition services. Manage Logistics services. Manage quotation services. Develop policies and strategies aimed at improving service delivery. Manage the resources of the sub-directorate

Enquiries Mr BR Dube **Tel: 033 355 9588**

Post : Deputy Director: Contract Management
Ref No : SSC 61 /2020
Centre : Cedara – Supply Chain Management
Salary Level: 11
Salary : R733 527 (all-inclusive MMS package) pa

Minimum Requirements: Degree / National Diploma in Supply Chain Management or equivalent qualification and a valid driver's License
Experience: 3-5 years Junior Management experience in SCM. Environment. **Knowledge:** RSA Constitution. PSA, PSR, PFMA, LRA, EPMDs, BCEA, Project management principles. National and Provincial Practice Notes. KZN Provincial supply chain policy framework, SCM Practices and procedures. PAIA, Human Rights Act, Bill of rights, PAJA. NDP, PGDP, National Treasury Regulations, KZN Citizen's Charter, Intergovernmental matters, Provincial Treasury practice notes, PPP framework, Promotion of Equality and Prevention of Unfair Discrimination Act, National Treasury Contract Management Framework. **Skills:** Presentation, Analytical thinking, Interpersonal relations, Computer Literacy, planning and organizing, report writing, problem solving, communication (written /verbal) and ability to work under pressure with minimum supervision.

Key Performance Areas: Manage the development of departmental and transversal contracts. Manage and monitor contract performance. Manage the development of contract management policies and strategies. Manage contract adjustments. Manage the resources of the sub directorate.

Enquiries Mr BR Dube **Tel: 033 355 9588**



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : Assistant Director: Acquisition Services
Ref No : SSC 62/2020
Centre : Cedara – Supply Chain Management
Salary Level: 09
Salary : R376 596 p.a

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

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

Enquiries Mr BR Dube Tel: 033 355 9588

Post : Assistant Director: Bids Administration
Ref No : SSC 63/2020
Centre : Cedara – Supply Chain Management
Salary Level: 09
Salary : R376 596 p.a

Minimum Requirements: Degree/ National Diploma in Supply Chain Management and a Valid Driver's License Code **Experience:** 3-5 years' supervisory experience in Supply Chain Management Environment. **Knowledge:** Relevant financial regulations, policies and procedures, PFMA, Treasury Regulations, internal Polices, Contract Management Procedures, Public Sector Reporting Procedures etc), Supply Chain Management Procedure Manual, Supply Management Framework PSA, PSR, EPMDs, BCEA, KZN, PAIA. **Skills:** Financial Management, Project planning, problem Solving; Presentation; Interpersonal Relations; Planning; Organizing; communication (written/ verbal). Computer Literacy, planning and organizing, time management, research skills, and supervisory skills.

Key Performance Areas: Ensure the administration of tendering/bidding process. Render administration support to bid committees and the department. Manage helpdesk. Provide advice and guidance and input to policy. Manage resources of the Division

Enquiries Mr BR Dube Tel: 033 355 9588

Post : Administrative Officer: Bids Administration x3 posts
Ref No : SSC 64/2020
Centre : Cedara – Supply Chain Management
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: A National Diploma (NQF 6) in supply chain management or equivalent qualification and a valid Driver's License. **Experience:** 1-year experience within the Supply Chain Management Environment. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRS, EPMDs, BCEA, National and Provincial Practice Notes, KZN Provincial supply chain policy framework, SCM Practices and procedures, Provincial Treasury Practice Notes, PPP framework. **Skills:** Language skills, Presentation skills, Analytical thinking, Interpersonal relations, Computer skills, Planning and organizing Time management, Report writing skills, Problem solving skills, Communication skills, Conflict management skills, Change management skills, Relationship Management, Decision Making.

Key Performance Areas: Provide administrative support services in relation to departmental bids administration process, Provide administration/ secretariat services for the bid evaluation process. Provide administration/ secretariat services for the bid adjudication process. Maintain and update bid register, issuing register and project file. Provide inputs and comments on policies and processes.

Enquiries Mr BR Dube Tel: 033 355 9588



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : Senior Administrative Officer: Contract Management X 2 Posts
Ref No : SSC 65/2020
Centre : Cedara – Supply Chain Management
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: A National Diploma (NQF 6) in supply chain management or equivalent qualification and a valid Driver's License. **Experience:** 1-2 years' experience within the Supply Chain Management environment. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRS, EPMDs, BCEA, National and Provincial Practice Notes, KZN Provincial supply chain policy framework, SCM Practices and procedures, Provincial Treasury Practice Notes, PPP framework. **Skills:** Language skills, presentation skills, analytical thinking, interpersonal relations, computer literacy, planning and organizing, time management, report writing, problem solving skills, communication (written/ verbal), conflict management skills, change management and decision making skills.

Key Performance Areas: Provide administrative support services in relation to departmental and transversal contracts. Administer contract price adjustments. Maintain and update contract register. Monitor and evaluate contract performance. Provide inputs and comments on policies and processes.

Enquiries Mr BR Dube Tel: 033 355 9588

Post : SCM Clerk Supervisor: Acquisition Services x2 posts
Ref No : SSC 66/2020
Centre : Cedara – Supply Chain Management
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: A Senior Certificate (Matric) or equivalent qualification and a valid Driver's License. **Experience:** 1-2 years' experience within Supply Chain Management environment. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, National and Provincial Practice Notes, KZN Provincial supply chain policy framework, SCM Practices and procedures, National Treasury Regulations, PPP framework. **Skills:** Computer literacy, presentation skills, analytical thinking, interpersonal relations, planning and organizing skills, time management, problem solving skills, communication (written/ verbal), conflict management skills, change management and decision making skills.

Key Performance Areas: Oversee receipt of request memos, Oversee invitation of quotations from service providers. Oversee receipt of quotations from service providers. Ensure evaluation of quotations from service providers. Ensure that site briefing meetings and site visits are arranged and attended. Supervision of resources.

Enquiries Mr BR Dube Tel: 033 355 9588

Post : SCM Clerk Supervisor: Logistics x2
Ref No : SSC 67/2020
Centre : Cedara – Supply Chain Management
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: A Senior Certificate (Matric) or equivalent qualification and a valid Driver's License. **Experience:** 1-2 years' experience within the Supply Chain Management environment. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, National and Provincial Practice Notes, KZN Provincial supply chain policy framework, SCM Practices and procedures, National Treasury Regulations, PPP framework. **Skills:** Computer literacy, language skills, presentation skills, analytical thinking, interpersonal relations, planning and organizing skills, time management, problem solving skills, communication (written/ verbal), conflict management skills, change management skills, and decision making.

Key Performance Areas: Approve request memos. Approve LOGIS orders. Ensure replenishment of stores. Monitor the capturing of journals. Monitor the maintenance of warehouse.

Enquiries Mr BR Dube Tel: 033 355 9588



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : SCM Clerk Supervisor: Demand Management x2 posts
Ref No : SSC 68/2020
Centre : Cedara – Supply Chain Management
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: A Senior Certificate (Matric) or equivalent qualification and a valid Driver's License. **Experience:** 3 years' experience within Supply Chain Management environment. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, National and Provincial Practice Notes, KZN Provincial supply chain policy framework, SCM Practices and procedures, National Treasury Regulations, PPP framework. **Skills:** Computer literacy, presentation skills, analytical thinking, interpersonal relations, planning and organizing skills, time management, problem solving skills, communication (written/ verbal), conflict management skills, change management skills, and decision making.

Key Performance Areas: Prepare for Pre-Procurement Planning. Identify sourcing strategies for requisitions. Identify and nominate service provider from central supplier database (CSD) for request memo's below R500 000. Maintain and manage incoming demand register, deviation register and distribution register/ supervise resources,

Enquiries Mr BR Dube Tel: 033 355 9588

Post : Assistant Director: Budget Planning, Control and Reporting
Ref No : NSC 48/2020
Centre : North Service Centre – Richards Bay - Budget Planning, Control and Reporting
Salary Level: 09
Salary : R376 596 p.a

Minimum Requirements: National Diploma in Financial Management (NQF 6) and a valid Driver's License **Experience:** 3 years' relevant experience in Financial management. **Knowledge:** PFMA, Treasury Regulations, BAS, PSA, PSR, EPMDs, BCEA, Treasury Instructions, Estimates of Provincial Revenue and Expenditure, Advanced Financial and Analytic methodologies, In Year Monitoring and Reporting, **Skills:** Presentation; Interpersonal Relations; Planning; Organizing; Good written and verbal communication. Computer Literacy, project management principles, project planning and supervisory skills.

Key Performance Areas: Coordinate and consolidate the Medium Term Expenditure Framework (MTEF) for sub-programme and Programmes and Estimates of Provincial Revenue and Expenditure (EPRE). Coordinate and consolidate In-Year Monitoring Model (IYM) per sub-programmes and programmes, monitor misallocations and commitments register. Administer the roll-over, adjustment estimates and virement processes. Provide inputs into development policies and procedures. Manage resources

Enquiries Mr N Moodley Tel: 033 355 9595

Post : Senior State Accountant (Budget Controller)
Ref No : SSC 69/2020
Centre : Cedara – Budget Planning, Control and Reporting x2 posts
Ref No : NSC 49/2020
Centre : North Service Centre – Richards Bay – Budget Planning, Control and Reporting x1 post
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: National Diploma in Financial Management (NQF 6) and a valid Driver's License **Experience:** 2-3 years' relevant experience in Financial management. **Knowledge:** PFMA, Treasury Regulations, BAS, PSA, PSR, EPMDs, BCEA, Treasury Instructions, Estimates of Provincial Revenue and Expenditure, Advanced Financial and Analytic methodologies, In Year Monitoring and Reporting, **Skills:** Computer Literacy, communication (written/ verbal), presentation; interpersonal relations; planning; organizing; project management principles, project planning and supervisory skills.

Key Performance Areas: Support directorates in preparation and submission of Medium Term Expenditure (MTEF) and estimate of Provincial Revenue and Expenditure. Support directorates in compiling In Year Monitoring Model (IYM). Prepare for quarterly budget performance reviews reports. Support directorates in respect of budget adjustments such as roll-over, virement, shifts and ensure budget is correct on BAS. Confirm budget availability, correct misallocations and check commitment registers.

Enquiries Mr N Moodley Tel: 033 355 9595



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : Personal Assistant to Director: Management Accounting
Ref No : SSC 70/ 2020
Centre : Cedara – Management Accounting Services
Salary Level: 07
Salary : R257 508 per annum

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

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

Enquiries Mr E Habermann Tel: 033 355 9562

Post : Deputy Director: Bookkeeping
Ref No : SSC 71/2020
Centre : Head Office (Cedara) – Financial Accounting & Administration
Salary Level: 11
Salary : R733 527 (all-inclusive MMS package) pa

Minimum Requirements: Appropriate National Diploma/Degree in Financial Management and a valid driver's License **Experience:** At least 3 years relevant Junior Management experience in the financial management field. **Knowledge:** RSA Constitution. , PFMA , PSA, PSR, LRA, EPMDs, BCEA, Project management principles. National and Provincial Instruction / Practice Notes. Treasury Regulations, Persal. BAS, Logis Functionary. **Skills:** Financial Management, people management, time management, conflict management, decision making, presentation skills, analytical thinking, interpersonal relations, Computer Literacy, planning and organizing, , report writing skills, problem solving skills, communication, and ability to work under pressure with minimum supervision

Key Performance Areas: Prepare annual and interim financial statements ; Compile working paper files for financial statements ; Manage the monitoring and reconciliation of department's bank account ; Manage interdepartmental accounts ; Prepare monthly compliance reports and month end procedures reporting ; Manage the departmental loss control register and processes ; Provide support to Loss Control Committee ; Provide advice, guidance and inputs to policies ; Manage staff and other resources allocated

Enquiries : Ms J Joshua Tel: 033 355 9134

Post : State Accountant: Bookkeeping and Loss Control
Ref No : SSC 72/2020
Centre : Head Office (Cedara) – Financial Accounting & Administration
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: National Diploma in Financial Management (NQF 6) and a valid Driver's License **Experience:** at least 2 years' relevant experience in Financial management. **Knowledge:** PFMA, Treasury Regulations, BAS, PSA, PSR, EPMDs, BCEA, Treasury Instructions, Estimates of Provincial Revenue and Expenditure, Advanced Financial and Analytic methodologies, In Year Monitoring and Reporting, **Skills:** Computer Literacy, communication (written/ verbal), presentation; interpersonal relations; planning; organizing; project management principles, project planning and supervisory skills.

Key Performance Areas: Daily reconciliation and monitoring of bank account ; Facilitate all functions relating to banking ; Clearing of suspense accounts; Facilitate loss control services ; Prepare invoices and payments for interdepartmental recoverables and payables ; Reconcile interdepartmental accounts ; Prepare month end financial reporting ; Supervise staff and manage other resources allocated

Enquiries : Ms R Duma 033 355 9610



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : Finance Clerk Supervisor
Ref No : SSC 73/2020
Centre : South Service Centre(Hilton) – Financial Accounting & Administration
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: Senior Certificate (Matric) or equivalent qualification and a valid Driver's License. **Experience:** at least 3 years' experience in Finance environment. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Treasury Regulations, Batho Pele principle, BAS, Logis, Persal and Archive Act. **Skills:** Language skills, Presentation skills, Analytical thinking, Interpersonal relations, Computer skills, Planning and organizing skills, Time management, Report writing skills, Problem solving skills, Communication skills, Conflict management skills, Problem solving and self-discipline.

Key Performance Areas: Preparation of monthly financial reports ; Assist with preparation of reports for quarterly and annual financial statements ; Supervise filing, storage and retrieving of payment documents in Voucher Control ; Attend to audit requests ; Supervise staff and manage other resources of the section

Enquiries : Ms R Nair Tel: 082 921 9410

Post : Fleet Technician
Ref No : NSC 50/2020
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 8260

Post : SCM Clerk Supervisor: Fleet Management x1 post
Ref No : NSC 51/2020
Centre : North Service Centre – Richards Bay
Salary Level: 07
Salary : R257 508 p.a

Minimum Requirements: Senior Certificate (Matric) or equivalent qualification and a valid Driver's License. **Experience:** 2 years' experience in Fleet management. **Knowledge:** RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, PAIA, NYDA act, SCM practices and procedures. community development, public participation, fleet management policies, subsidised vehicle policies, social dynamics of KZN, public participation, millennium development goals, social dynamics of KZN and youth development. **Skills:** Computer literacy, language skills, presentation skills, analytical thinking, interpersonal relations, planning and organizing skills, time management, problem solving skills, communication (written/ verbal), conflict management skills, change management skills, and decision making.

Key Performance Areas: Assist in the maintenance of government vehicles. Ensure that all procedures relevant to the use and operation of vehicles are complied with. Ensure that Subsidised vehicle processes and associated administrative activities are done. Ensure that traffic fines are redirected to relevant users. Supervise resources.

Enquiries Mrs S Diedericks Tel: 033 343 8260



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : Assistant Director: Internal Control
Ref No : SSC 74/2020.
Centre : Cedara - Internal Control
Salary Level: 09
Salary : R376 596 p.a

Minimum Requirements: Degree/ National Diploma in Internal Auditing/ Accounting and a valid driver's licence. **Experience:** 3-5 years' experience. **Knowledge:** PFMA; Treasury Regulations; IIA standards; Code of Ethics; IPPF; PSR; PFMA, PSA, PSR, EPMDs, BCEA, **Skills:** Analytical skill, Communication (written and verbal), Computer skills, Report writing, Language skills, Innovative and creative, Interpersonal skills, Planning and organizing skills, Time management, Presentation, Leadership, People management, time leadership, decision making, Report Writing; Project Planning; Problem Solving; Presentation; Interpersonal Relations; communication (written/verbal). Computer Literacy, project management principles, project planning and supervisory skills.

Key Performance Areas: Perform audit planning. Lead and supervise the audit team during execution of audit assignments. Lead and supervise the audit team through follow-up on audit reports. Prepare reports for audits and follow-up audits conducted. Manage the resources of the Division.

Enquiries Mr M Mvuyane Tel: 033 355 9575

Post : Internal Control Officer x4 posts
Ref No : SSC 75/2020
Centre : Cedara – Internal Control
Salary Level: 08
Salary : R316 791 p.a

Minimum Requirements: Degree/ National Diploma in Internal Auditing/ Accounting **Experience:** 1-year experience. **Knowledge:** PFMA; Treasury Regulations; IIA standards; Code of Ethics; IPPF; PSR; IPPF; PSR; PFMA, PSA, PSR, EPMDs, BCEA, **Skills:** Analytical skill, Communication (written and verbal), Computer skills, Report writing, Language skills, Innovative and creative, Interpersonal skills, Planning and organizing skills, Time management, Presentation, Leadership,

Key Performance Areas: Provide inputs for audit planning. Conduct audit assignments. Gather Audit evidence. Provide inputs to Audit reports. Conduct follow up audits.

Enquiries Mr M Mvuyane Tel: 033 355 9575

Post : Agricultural Advisor x40 posts– 3 year contract
Ref No (1) : SSC 76/2020
Centers : Cedara x1, Ethekwini District x 2, Harry Gwala District x4, ILembe District x5
Ugu District x3, Umgungundlovu District x3, Uthukela District x3
Ref No (2) : NSC 52/2020
Centre : Amajuba District x2, King Cetshwayo District x5, Umkhanyakude District x4, UMzinyathi District x4, Zululand District x4
Salary Level: 08
Salary : R316 791 pa

Minimum Requirements: a 4-year degree and/or B Agriculture plus Honours in Agriculture" and a valid driver's licence . Must be registered with **South African Council for Natural Scientific Professions (SACNASP)** or submit proof of the application 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

Enquiries: Mr LN Ntshangase Tel: 033 3559 296



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : **SCM Clerk – Asset Management (2 posts)**
Ref No (1) : **SSC 77/2020**
Centre : **Hilton – South Service Centre**
Salary Level: **05**
Salary : **R173 708 p.a**

Requirements: • Grade 12 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 of asset record for state owned vehicles through Hardcat , dealing 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 Production: Acquisition Management x2 posts**
Ref No : **SSC 78/2020**
Centre : **Hilton - South Service Centre**
Salary Level: **05**
Salary : **R173 708 p.a**

Requirements: Senior Certificate (Matric) 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 **Mr BR Dube** **Tel: 033 355 9588**

Post : **SCM Clerk Production: Acquisition Management x2 posts**
Ref No : **SSC 792020**
Centre : **Hilton - South Service Centre**
Salary Level: **05**
Salary : **R173 708 p.a**

Requirements: Senior Certificate (Matric) 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 registered on central supplier database. Receive & Evaluate quotation from invited service providers. Perform office administrative activities. Completion of forms and documents relevant to the office.

Enquiries **Mr BR Dube** **Tel: 033 355 9588**



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Post : **SCM Clerk Production: Bids Administration Services x2 posts**
Ref No : **SSC 80/2020**
Centre : **Hilton – South Service Centre**
Salary Level: **05**
Salary : **R173 708 p.a**

Requirements: Senior Certificate (Matric) 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: To render an acquisition management service through the execution of the bidding process, compilation of a bid documents. Facilitate the prescribed bidding process; Compile bid documents; Publish tender invitation; Receive and open of bid documents; Facilitate and support SCM committee to evaluate and adjudicate the bids; Manage communication with bidders. Perform office administrative activities. Completion of forms and documents relevant to the office. implementation of SCM framework.

Enquiries Mr BR Dube **Tel: 033 355 9588**

Post : **Receptionist**
Ref No. : **SSC 81/ 2020**
Centres 1 : **Cedara – South Service Centre**
Salary Level : **04**
Salary Notch : **R145 281 pa**

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 BR Dube **Tel: 033 355 9588**