KWAZULU-NATAL PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

01 Cedara Road, Pietermaritzburg, 3200
Private Bag X9059, Pietermaritzburg, 3200

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

IDENTICAL CIRCULAR NO: 06 OF 2025

The contents of this circular must be brought to the attention of all employees.

DIRECTIONS TO APPLICANTS

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants using the manual application process must submit their applications on the prescribed form Z83 (PLEASE USE THE NEW Z83 FORM WHICH IS EFFECTIVE FROM 01 JANUARY 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. All applications must be addressed to the Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245. All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference numbers starting with SSC OR kznjobsnorth@kzndard.gov.za for reference numbers starting with NSC. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE: ***31 MARCH 2025***

11/03/2025

MR ZN DLAMINI
HEAD OF DEPARTMENT
AGRICULTURE AND RURAL DEVELOPMENT

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply.
The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.
Invited candidates will attend interviews at their own cost due to budgetary constraints.

NOTE:
For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Governance. The recommended candidate will be subjected to a competency assessment, the signing of a mutually agreed performance agreement, security clearance and will be required to disclose financial interest.

POST	:	**DISTRICT DIRECTOR: HARRY GWALA DISTRICT**
REFERENCE NO.	:	**SSC01/2025**
SALARY	:	R1 216 824 p.a. all-inclusive salary SMS package (level 13).
CENTRE	:	**Harry Gwala District - Ixopo**
REQUIREMENTS	:	An NQF level 7 qualification in Agriculture and a valid driver's licence. **Experience:** 5 years of experience at a middle/senior managerial level in the agricultural extension and advisory services and related environment. **Knowledge:** RSA Constitution, White Paper on Agriculture for KZN, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations PFMA, Labour Relations Act, EPMDS, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN Communities, Service Delivery Frameworks and Treasury Regulations. **Skills:** Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, leadership, facilitation, project management, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, people management, relationship management and decision making.
DUTIES	:	Manage the provision of Agricultural Extension and Advisory Services. Manage District agricultural projects. Manage the provision of all agricultural specific interventions and engineering support. Contribute to the development of policies and manage the implementation thereof. Manage the provision of administration support to the District, including support to the Veterinary Services. Manage the resources of the Directorate.
ENQUIRIES	:	**Mr LL Jongisa Tel: 033 – 355 9299**

POST	:	**DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES (RE-ADVERTISEMENT)**
REFERENCE NO.	:	**SSC07/2025**
SALARY	:	R849 702 p.a. all-inclusive salary MMS package (level 11)
CENTRE	:	**UGu District - Ray Nkonyeni Local Office**
REQUIREMENTS	:	An NQF level 08 four (04) year B.Sc in Agriculture degree OR a Bachelor in Agriculture plus an Honours in Agriculture (NQF level 08) OR a National Diploma plus a B.Tech in Agriculture (NQF level 07), compulsory registration with SACNASP and a valid driver's licence. Experience: 8 – 10 years' experience in an Agricultural Environment. Knowledge: RSA Constitution,

White Paper on Agriculture in KZN, Norms and Standards for Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Labour Relations Act, EPMDS, community development, public participation, community outreach, project management principles, social dynamics of KZN communities and service delivery frameworks. Skills: Planning and organizing, team leadership, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, management, social facilitation, conflict management, analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement and computer aided scientific applications.

DUTIES : Manage the provision of agricultural extension and advisory services. Manage the implementation of local agricultural projects. Implement agricultural specific interventions. Promote partnerships and cooperation with relevant role players. Develop policies and strategies aiming at improving service delivery. Manage resources of the office.

ENQUIRIES : **Ms MP Gwala Tel: 039 – 682 2045**

POST : **LEGAL ADMINISTRATIVE OFFICER (MR5) (2 X POSTS) (RE-ADVERTISEMENT)**

REFERENCE NO. : **SSC22/2025**

SALARY : R440 412 p.a (OSD)

CENTRE : **Head Office - Cedara**

REQUIREMENTS : An LLB degree and admission as an attorney, and a valid driver's licence. **Experience:** 8 years' appropriate post qualification legal experience. **Knowledge:** RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Departmental Business Processes, Human Resource Management Policies and Procedures, Legal Procedures, Batho Pele Handbook, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act, Labour Relations Act, Change Management, Computer operation/Office automation, Law of Contract, Civil Law and Labour Law. **Skills:** Contract drafting, legislative drafting, financial management, litigation management, people management, problem solving, time management, decision making, planning, leadership, project planning, conflict management, written and verbal communication, interpersonal relations, organising, policy analysis and development, motivational, computer, report writing, influencing, monitoring, analysis, well-developed research skills, ability to work independently, negotiation and dispute resolution, presentation, strategy management and policy formulation, collect data and information, analyse and translate information into knowledge for the provision of legal advice.

DUTIES : Negotiating, drafting and legal editing service to the Department in respect of contracts, legal tenders and agreements. Render a legal advisory and legal support service to the Department. Assisting in legal actions by and against the Department. Capacitating components on essential legislation.

ENQUIRIES : **Ms N Seegobin Tel: 033 – 355 9118**

POST	:	**ENGINEERING TECHNICIAN GRADE A/B/C (2 X POSTS)** **Ref. No. SSC39/2025:** Ugu District (1 x post) **Ref. No. NSC21/2025:** King Cetshwayo District (1 x post)
SALARY	:	R371 253 p.a. (OSD) – Grade A R419 325 (OSD) – Grade B R472 812 (OSD) – Grade C
REQUIREMENTS	:	An NQF level 06 National Diploma in Engineering in Civil Engineering/Quantity Surveying/Land Surveying, compulsory registration with ECSA as an Engineering Technician (not as a Candidate) and a valid driver's license. **Experience:** 3 years' post qualification technical (engineering) experience. **Knowledge:** Legal compliance, Engineering norms and standards, technical design and analysis, computer-aided engineering applications. **Skills:** Technical skills: project management, technical design and analysis, research and development, computer-aided engineering applications, technical report writing and technical consulting. Generic skills: problem solving and analysis, decision making, teamwork, creativity, customer focus and responsiveness, communication, computer, people management, planning and organising and change management.
DUTIES	:	Render technical services to the District. Provide technical assistance in the implementation of projects. Provide advice and guidance. Research and development. Perform administrative and related functions.
ENQUIRIES	:	**Ms MP Gwala (Ugu) Tel. no. 039 6822045** **Mr S Shandu (King Cetshwayo) Tel. no. 035 7806700**

POST	:	**FARM FOREMAN (RE-ADVERTISEMENT)**
REFERENCE NO.	:	**NSC17/2025**
SALARY	:	R216 417 p.a. (level 05)
CENTRE	:	**Makhathini Research Farm**
REQUIREMENTS	:	A Senior Certificate (Matric) and a valid driver's license**. Experience:** 1-year experience within a farming environment. **Knowledge:** Basic farming activities and of health and safety measures. **Skills:** Use of basic farm hand tools, cleaning, operating equipment, communication, listening, reading and time management.
DUTIES	:	Oversee the implementation of routine activities in respect of research and crop production. Ensure execution of routine activities in respect of livestock production and breeding. Perform general routine activities e.g. cleaning of farm building facilities, disposal of waste material, alien weed control etc. Execute general routine activities in respect of infrastructure e.g. maintenance/repair roads, canals, dams drinking troughs, fencing, etc.
ENQUIRIES	:	**Mr M Magawana Tel: 033 – 355 9258**