



**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Reference : S4/1
To : ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT
Subject : RE-ADVERTISEMENT OF CONTRACT POSTS

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO 06 OF 2019

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

Applications should be forwarded to:-

The Head of Department
Department of Agriculture and Rural Development
Private Bag X 9487
POLOKWANE
0700

OR

Handed in at Office 48, Temo Towers Floor 2 at
69 Biccard Street
POLOKWANE
0699

Enquiries: **Mr. Mabula NJ, Mr. Sepale M.F, Ms. Mtswene P**
Telephone **015 294 3528/3582/3395**

The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, and security vetting.

Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full,

67/69 Biccard Street, POLOKWANE, 0700, Private Bag X9487, Polokwane, 0700
Tel: (015) 294 3000 Fax: (015) 294 4504 Website: <http://www.lida.gov.za>

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originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, endorsed academic record/transcript, ID document and where it is a requirement, a certified copy of the driver's license must be attached. Failure to submit the requested documents will result in your application not being considered. **NB: YOU ARE KINDLY REQUESTED TO COMPLETE A, B AND C OF THE Z83 IN FULL.**

Applications received after the closing date, faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.

Copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications.

Note: ALL COST ASSOCIATED WITH THE APPLICATION WILL BE BORNE BY THE APPLICANT.

If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful. The Department reserves the right to fill or not to fill advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

The closing date for the applications is the **08 March 2019 @ 16H30**


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MAISELA R.J
HEAD OF DEPARTMENT

2019-03-13
.....
DATE

All this contract posts are Re- advert candidate who previously applied are encourage to re-apply)

ACADEMIC MANAGER (2 posts)

(One year fixed term contract)

All-inclusive remuneration package: R 697,011 per annum

Salary Level: 11

Centre: Tompi Seleka College (1) Ref: LDARD 01/19 and Madzivhandila College (1) Ref: LDARD 02/19

REQUIREMENTS: Grade 12 plus NQF Level 7 in Education as recognised by SAQA. Qualification in Agriculture will serve as an added advantage. Minimum of 3-5 years appropriate management experience. Compulsory registration with Educational Professional body (Please attach certified copy). A valid drivers' license (Please attach a certified copy).

Knowledge, SKILLS AND COMPETENCIES: Problem solving and conflict resolutions, Leadership and Management skills. Formal Training, Communication and presentation skills. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Computer proficiency skills will be tested.

RESPONSIBILITIES: To manage the Higher Education Training (HET) programme of the Agricultural Training Institute (ATI). Manage the development and implementation of strategies and policies in relation to Higher Education (HE) requirements. Coordinate and manage the implementation of Education and Training Programs. Manage the creation of linkages and strategic partnerships with South African and international agricultural education and training institutions to engage in joint training projects. Manage the provision of a student affairs service. Manage and perform administrative and related functions.

QUALITY ASSURANCE MANAGER (2 posts)

(One year fixed term contract)

All-inclusive remuneration package: R 444,693 per annum

Salary Level: 10

Centre: Tompi Seleka College (1) Ref: LDARD 03/19 and Madzivhandila College (1) Ref: LDARD 04/19

REQUIREMENTS: Grade 12 plus NQF Level 7 in Education as recognised by SAQA. Qualification in Agriculture will serve as an added advantage. Minimum of 3-5 years

appropriate management experience. Compulsory registration with Educational Professional body (Please attach certified copy). A valid drivers' license (Please attach a certified copy).

KNOWLEDGE SKILLS AND COMPETENCIES: Knowledge in policy formulation, interpretation and implementation. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Sound knowledge of quality assurance. Planning & organizing skills. Formal training and presentation skills. Computer proficiency skills will be tested.

RESPONSIBILITIES: To manage all Agricultural Training Institute (ATI) policies. To ensure total quality assurance systems and procedures. To coordinate accreditation processes with Council of Higher Education (CHE). Ensure accountability on quality planning. Ensure compliance with the accreditation requirements linked to curriculum and staff development. Coordinate all ATI committees and partnerships. Perform and oversee administrative and related functions.

REGISTRAR (2 posts)

(One year fixed term contract)

All-inclusive remuneration package: R 444,693 per annum

Salary Level: 10

Centre: Tompi Seleka College (1) Ref: LDARD 05/19 and Madzivhandila College (1)
Ref: LDARD 06/19

REQUIREMENTS: Grade 12 plus NQF Level 6 in Public Administration or equivalent relevant qualification as recognised by SAQA. A minimum 3-5 years' appropriate managerial experience. A valid drivers' license (Please attach a certified copy).

SKILLS AND COMPETENCIES: Good Communication Skills. Good knowledge of the Agricultural training. Planning & organizing skills. All relevant legislative frameworks governing Education and Training Institutions. Formal training and presentation skills. Computer proficiency skills will be tested.

RESPONSIBILITIES: Proper management of student information. Manages efficient use of college properties and infrastructure by students. Supervises all learner processes from enrolments to graduation. Provision of secretariat services. Performs the essential roles of supporting, facilitating, and promoting the academic mission of the College. Manage and foster adherence to college policies.

**EXAMINATION OFFICER (2 posts)
(One year fixed term contract)**

Salary: R 299,709 per annum

Salary Level: 08

Centre: Tompi Seleka College (1) Ref: LDARD 07/19 and Madzivhandila College (1) Ref: LDARD 08/19

REQUIREMENTS: Grade 12 plus NQF Level 6 in Public Administration or equivalent relevant qualification as recognised by SAQA. Minimum 3 years' appropriate experience. A valid drivers' license (Please attach a certified copy).

SKILLS AND COMPETENCIES: Planning & organizing skills. Formal training and presentation skills. Communication skills. Computer proficiency skills will be tested.

RESPONSIBILITIES: To oversee all aspects of examinations management within the college. Coordinate preparation of examination. Ensure current assessment regulations and conventions are adhered to. Supplying all the necessary stationery and materials related to exam. Prepare other necessary logistics for smooth running of examination. Maintain confidential records in respect of all aspects of the examination process.