



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Ref No : S.4.1

Enq : Thema T.M

To : ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT

Subject : ADVERTISEMENT OF POSTS

**DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31
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, as outline on the attached Annexure "A". Women and people with disabilities are encouraged to apply.

Applications should be forwarded to the respective centers as follows: -

CENTERS	PHYSICAL ADDRESS	POSTAL ADDRESS	CONTACT PERSON	TEL. NUMBERS
Head Office	67/69 Biccard street, Office 48, Temo Towers Polokwane	P/ Bag X9487 Polokwane 0700	Mr. Mabula N.J; Ms. Mtswene PV; Mr. Sepale FM	015 294 3000
Capricorn	Lebowakgomo Government Offices, next to Traffic Station- Block 28	P/Bag X28 CHUENESPOORT 0745	Mr. Gololo PL Ms. Sebatjane LD	015 632 8600
Vhembe	Makwarela Government Offices	P/Bag X2247 SIBASA 0970	Ms. Rathogwa M Mr. Netshiombo DG	015 963 2005/6
Sekhukhune	Lebowakgomo Government Offices, next to	P/Bag X01 CHUENESPOORT 0745	Ms. Mphahlele RS Ms. Laka A	015 632 7000

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

	Traffic Station-Block 27			
Waterberg	NTK Building	P/Bag X1048 MODIMOLLE 0510	Mr. Jones DB Ms. Serumula D.D	014 717 1064/4949/25 23
Mopani	Old Parliamentary Building	P/Bag X577 GIYANI 0826	Mr. Zitha SS Mr. Hobyani M	015 812 3210

Applications falling under Madzivhandila and Tompi Seleka Agricultural Colleges, Mara and Toowoomba Research Stations should be directed to Head Office.

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, security vetting and financial checks.

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, 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.

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND
RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019**

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.


Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interest in accordance with the prescribed regulations.

NB: Shortlisted candidates for Senior Management Services (SMS) posts will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool

The closing date for the applications is the **31 October 2019 @ 16H30**.

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.

Note: The full contents of the advertised posts will be posted on the following websites; www.limpopo.gov.za, www.lda.gov.za and www.dpsa.gov.za


.....
Ms. Maisela R.J
Head of Department

2019-10-09
.....
Date

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND
RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

MANAGEMENT ECHELON

Annexure "A"

Post : Chief Director: Human Resource Management
Ref Number : LDARD 01/19
Component : Human Resource Management
Salary Package : R1 251 183 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 14
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 7 qualification in Human Resource Management/Development/Public Management or equivalent qualification as recognised by SAQA. 5 years' experience at Senior Management level in the Human Resource Management environment. Valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Knowledge of Public Service Act, Public Service Regulation Act, Labour Relations Act, Skills Development Act, PAIA, PAJA, POPIA BCEA, COIDA, Resolutions. General knowledge of HR related standards practices, processes and procedure. Specialised knowledge of personnel provisioning and utilisations processes, condition of services and termination, structure and functioning of the department, PERSAL literacy and personnel information systems, collective agreements, Codes of Remunerations and Public Management Finance. Must have excellent communication skills, change management, client orientation and customer focused, diversity management and risk management.

Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

Duties: Key Performance Areas: Provide strategic direction on Human Resource Services, Human Resources Development, Labour Relations, Records Management and Employee wellness and Special programs. Advise Accounting Officer with regards to HR policy and strategic human Resource programmes and management. Develop and implement HR policies pertaining to Human Resource Services, HRD, Employee Wellness and Special Programs, labour Relations and Records management. Manage and give support on the implementation and customization of National legislation on Records, Information and Knowledge Management. Provide HR advisory services to the Accounting Officer, Executive Authority and staff. Execute duties and responsibilities delegated by the Accounting Officer

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in terms of the Public Services Regulations and the Public Finance Management Act. Participate in the general Management of the department. Compile HR related oversight reports to Provincial government, National department, Local government and others stakeholders. Implement an integrated Workplace Health programme in terms of Regulations. Manage all resources (Human, Financial and asset).

Post : Director: Labour Relations
Ref Number : LDARD 02/19
Salary Package : R 1 057 326 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 13
Component : Human Resource Management
CENTRE : Head Office: Polokwane

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 7 qualification in Labour Relations or equivalent qualification as recognised by SAQA. 5 years' experience in Middle or Senior management in the Labour Relations environment. Valid driver's license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Labour Relations Act, relevant PSCBC and GPSSBC Resolutions and Relevant DPSA Prescripts. Computer literacy (Excel spreadsheets, Power Point and Microsoft Word).

Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

Duties: Key Performance Areas: Initiate and provide strategic direction in the implementation and promotion of Labour relations programmes and interventions. Oversee and monitor the implementation of the Public service disciplinary and grievances. Facilitate and manage the resolution disputes in the Department. Monitor and evaluate labour relations trends in the Department. Ensure training and advocacy on labour related matters. Render advisory services to management and employees on dispute prevention, resolution and bargaining matters. Facilitate and represent the Department at the Departmental bargaining chamber. Ensure compliance with relevant legislations and regulatory requirements. Manage the overall performance of the sub-directorate.

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Post : Director: Records Management
Ref Number : LDARD 03/19
Salary Package : R 1 057 326 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 13
Component : Human Resource Management
CENTRE : Head Office: Polokwane

Minimum Requirements: Grade 12 certificate plus NQF level 7 qualification in Human Resource Management/Public Administration/Management/ or equivalent qualification as recognised by SAQA. 5 years' experience in Middle or Senior management in the Records Management environment. A driver's license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations. Electronic communications and Transaction Act, Minimum information security standards, Promotion of access to information Act, Promotion of administrative justice Act, Promotion of access to information Act and relevant DPSA Prescripts. Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organizing skills.

Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Analytic thinking and Honesty and Integrity.

Duties: Key Performance Areas: Implementation of records management policies and procedure manuals. Ensure that record management is an objective in the Departmental strategy and strategic plan. Ensure that the record management staff understand their responsibilities and acquire the necessary skills to manage records effectively. Ensure that information can be identified and retrieved when required by providing well-structured records classification systems, record keeping systems, well-structured messenger services and that all records are kept in safe custody. Ensure the implementation of the vital record management programme and disaster recovery plans. Ensure management of the Human Resource in terms of the National minimum information requirement and best practice model for managing and keeping of HR and General records. Ensure that there is systematic disposal programme in place and all audio-visual records are managed according to the requirements of the Provincial archivist and following good governance practices. Coordinate strategies for the implementation of PAIA, PAJA and POPI Act. Manage current knowledge management practices as well as designing new knowledge distribution policies,

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RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019**

preservation of information and encourage use of the new knowledge management practices. Ensure the management of library services through provision of proper library systems, books, journals, articles, media studies, brail materials, pictures and facilitate provision of relevant library equipment

Post : **Director: Agricultural Advisory Services**
Ref Number : LDARD 04/19
Salary Package : R 1 057 326 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 13
Component : District Services
Centre : Mopani District

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 7 qualification in Agriculture as recognized by SAQA. An undergraduate qualification NQF Level 7 in Agricultural Extensions will be an added advantage. At least 5 years' experience at a middle/senior management in Agricultural Management. Valid driver's license (with exception of persons with disabilities).

Knowledge and Skills: Knowledge of Financial Management Operational Framework of PFMA, MFMA, DORA & SCM. Good relationship with stake holders: LED, District Advisory Forums, Private Sector companies, youth and women. Risk management skills, agribusiness, contract farming, agricultural credit, Natural resources, weather-water, drought and disasters. Multi-skills: Project management capacity, Administration capacity, Development orientated. Leadership skills. Agribusiness Entrepreneurial skills. Computer proficient skills

Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Project and Programme Management; Financial Management; Change Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.

Duties: Key Performance Areas: Overall management of agricultural support and development services in the District and Local Agricultural Offices. Establishment and management of departmental structures to support supply chain, state assets, expenditure and budgets. Manage agricultural development strategies and provide support within the IDP and LED context. Manage relationship among targeted interest groups and key stakeholders in the local municipalities. Analyze agric-economic conditions of the local municipality for effect intervention strategy development. Undertake rural and agricultural development

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research. Evaluate policy and strategic intervention at local project level. Provide consistent advice to stake holders. Provide capacity building and training services to farmers' organization and farmer formation.

Post : **Engineer Production (Grade A) (04 Posts)**
Salary Package : R 718 059 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary level : OSD
Centre : Vhembe District Ref number: LDARD 05/19 (1) Capricorn District Ref number: LDARD 06/19(1) Mopani District Ref number: LDARD 07/19 (1) and Waterberg District Ref number: LDARD 08/19 (1)

Minimum Requirements: Grade12 certificate plus an appropriate Agricultural Engineering degree (B Eng./ BSC (Eng.) as recognised by SAQA. Valid Compulsory registration with ECSA as Professional Engineer. (Please attach proof). Three years post qualification engineering experience. Valid driver's license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: **Technical:** Project Management. Engineering Design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Networking.
Generic: Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and Organizing. Problem solving and analysis.

Duties: Key Performance Areas: Provide Agricultural engineering services. Determine scope & extend of projects and works. Planning, Compile TOR, Recommend Professional Team. Review drawings, designs & tender documents. Evaluation of tenders and recommendation to Bid Committee. Monitoring progress and implementation. Recommend payment certificates. Compile reports. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Manage the execution of maintenance strategy through the provision of appropriate systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Effective Human Resource Management and budget management.

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND
RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019**

Post : Deputy Director: Veterinary Laboratory Services
Ref Number : LDARD 09/19
Salary Package : R 869 007 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 12
Component : Veterinary Services
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 7 in (BVSc or BVMCh) or equivalent qualification as recognized by SAQA. Valid registration with the South African Veterinary Council as a Veterinarian. (Please attach copy). At least 5 years' proven experience in veterinary services. Valid driver's license with exception of persons with disabilities).

Knowledge, Skills and Competencies: Proven skills in management in Veterinary Services. Excellent interpersonal, communication and negotiation skills. Thorough Knowledge of the ISO 17025 Standard for Veterinary Services. Thorough knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislation. Thorough knowledge of specific disease surveys. Knowledge of the PFMA. Computer proficiency

Duties: Key Performance Areas: Manage and coordinate Veterinary Laboratory Services in Limpopo Province. Management of Laboratory Services personnel and resources. Formulation and implementation of Laboratory Standards. Coordinate disease surveys. Manage animal identification. Coordinate Laboratory Services infrastructure development and maintenance. Reporting on Laboratory Services. Liaison with other role players

Post : Deputy Director: Animal Health (02 Posts)
Salary Package : R 869 007 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 12
Component : Veterinary Services
Centre : Waterberg District (1) Ref number: LDARD 10/19 and
Sekhukhune District (1) Ref number LDARD11/19

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 7 in BVSc or BVMCh or equivalent as recognized by SAQA. Valid registration with the South African Veterinary Council (SAVC) as a Veterinarian. (Please attach copy). At least 5 years' experience in veterinary services. Valid driver's license (with exception of persons with disabilities).

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND
RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019**

Knowledge, Skills and Competencies: Proven skills in management in Veterinary Services. Excellent interpersonal, communication and negotiation skills. Thorough Knowledge of the ISO 17025 Standard for Veterinary Services. Thorough knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislation. Thorough knowledge of specific disease surveys. Knowledge of the PFMA. Computer proficiency

Duties: Key Performance Areas: Manage and coordinate animal diseases control in District. Management of Animal Health personnel and resources in the District. Formulation and implementation of disease control strategies and policies in the District. Monitor and Evaluate disease control strategies in the District. Manage animal identification. Coordinate Animal Health infrastructure development. Reporting on Animal Health issues. Liaison with other role players.

Post : Deputy Director: Tompi Seleka College (Principal)
Ref Number : LDARD 12/19
Salary Package : R 869 007 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 12
Centre : Tompi Seleka College

Minimum Requirements: Grade 12 Certificate plus an appropriate NQF level 7 in Agriculture or relevant equivalent qualification as recognized by SAQA. A qualification in Research and Technology Development will serve as an added advantage. A minimum of 3-5 years' experience at Assistant Director level in Research and Technology environment. A valid license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organizing skills

Duties: Key Performance Areas: Manage the provisioning of higher education & training. Manage the provision of Further Education and Training Programmes. Oversee quality assurance processes in higher and further education and training qualifications. Oversee quality assurance processes in higher and further education and training qualifications. Coordinate the creation of national and international linkages and strategic partnerships. Manage the resources of the Agricultural Training Institute. General management.

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Post : Deputy Director: Project Development and Infrastructure Support
Ref Number : LDARD 13/19
Salary Package : R 733 257 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 11
Component : Rural Development
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 Certificate plus an appropriate NQF level 6 in Agriculture as recognized by SAQA. A minimum of 3-5 years proven experience in Project Development and Infrastructure at Assistant Director level. A valid driver's license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Extensive knowledge in agricultural related Grant funding management, Land & Agrarian Reform Policies, Project and Programme management. Negotiating skills. Ability to source and analyze information. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organizing skills.

Duties: Key Performance Areas: Coordination and facilitation of smallholder producers' support through implementation of agricultural development programmes. Coordination and facilitation of infrastructure support development to promote production. Coordination and facilitation farmers training through implementation of Training and Capacity Building initiatives. Coordinate and facilitate placement of unemployed agricultural graduates on farms for entrepreneurial development. Manage CASP plans and expenditure reporting. Coordinate infrastructure projects plans and reporting. Manage financial and human resources within the unit.

Post : Deputy Director: Financial Management
Ref Number : LDARD 14/19
Salary Package : R 733 257 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 11
Component : Financial Management
Centre : Sekhukhune District

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Financial Management or relevant equivalent qualification as recognized by SAQA. 3-5 years' relevant experience in financial management at Assistant Director level. A valid driver's license (with exception of persons with disabilities).

Knowledge, skills and competence: Knowledge of Treasury regulations, PFMA, Treasury note, Supply Chain Management, Budget planning and control, Revenue management, Financial management, PERSAL, LOGIS and Finest, Asset management etc

Duties: Key Performance Areas: Management budgeting process within the District. Manage the collection of revenue. Monitoring of salary administration, payroll and third payments. Monitor payments of eligible suppliers. Implement internal control measures. Manage the processing and issuing of orders. Effective management of human resources and performance within the component. Management of budget planning, spending, debts and revenue collection. Management of accounts payable and payroll. Management of supply chain management. Management of procurement of goods and services (Demand and Acquisition Management). Management of inventory, Asset and disposal. Management logistics and Transport.

Post	: Deputy Director: Organisational Development
Ref Number	: LDARD 15/19
Salary Package	: R 733 257 per annum (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level	: 11
Component	: Human Resource Development
Centre	: Head Office: Polokwane

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 6 qualification in Management Services (Work-study) /Operations Management or relevant equivalent qualification as recognised by SAQA. 3-5 years' experience in the Organizational Development and Job Evaluation environment at Assistant Director level. A valid driver's license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts on Organisational Development and Job Evaluation. Computer literacy (Orgplus, Equate or Evaluate, Excel Spreadsheets, Power Point and Microsoft Word). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organizing skills. Knowledge of PERSAL system.

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Duties: KEY PERFORMANCE AREAS: Provide leadership on Work study within the department. Manage Organisational Review and Redesign Processes. Manage The Development of Job Description for All Job Categories. Manage the Determination of appropriate remuneration (Job Evaluation). Manage the development of Organisational reviews and functional structure. Coordinate the development of service delivery model and business case. Provide strategic and technical advice on the alignment of departmental strategy with the organisational structure. Manage Persal Establishment. Manage Business Process Engineering Services. Manage Coordination of Change Management Services. Management of Human and Financial Resources.

Post : Deputy Director: Conditions of Service
Ref Number : LDARD 16/19
Salary Package : R 733 257 per annum
(An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
Salary Level : 11
Component : Human Resource Services
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Public Management/ HRM or equivalent qualification as recognized by SAQA. 3-5 years working experience in Human Resource Management at Assistant Director level. A valid driver's license (with exception of persons with disabilities). PERSAL literacy (please attach proof).

Knowledge, skills and competence: Leadership skills. Project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management skills. Presentation skills. Report writing skills.

Duties: Key Performance Areas: Manage the termination of service. Manage leave of absence and PILLIR. Management of ethics behaviours. Ensure compliance on financial disclosure. Management of Remunerative work outside public service (RWOPS). Provide strategic guidance on implementation on PSCBC and Resolutions in relation to service benefits (Resettlement, housing, State guarantees, Overtime etc.) Manage staff establishment. Manage Service Benefits. Manage Perform management and related functions. Manage PERSAL functions, analyse PERSAL reports including oversight reports. Manage PERSAL clean-up and ensure alignment of PERSAL structure and budget structure. Develop departmental policies and monitor the effectiveness of policies. Analyse HR Review report on a regular basis. Manage the departmental vacancy rate.

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Post : Control Animal Health Technician
Ref Number : LDARD 17/19
Salary Notch : R 470 040 per annum
Salary Level : 10
Component : Animal Health
Centre : Capricorn District: Lepelle-Nkumpi Local Agricultural Office

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 6 in Animal Health Technician as recognized by SAQA. Valid registration with South African Veterinary Council(SAVC) (attach certified copy). 3-5 years' relevant experience as Animal Technician. A valid driver's license (with exception of persons with disabilities.)

Knowledge, skills and competence: Knowledge of acts related to animal health, report writing skills. Knowledge of difference animal diseases

Duties: Key Performance Areas: Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement. Sample collection and law enforcement. Manage extension services on animal health to animal owners. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service. Perform administrative related functions.

Post : Assistant Director: Acquisition
Ref Number : LDARD 18/19
Salary Notch : R 376 596 per annum
Salary Level : 09
Component : Supply Chain Management
Centre : Head Office: Polokwane

Minimum Requirements : Grade 12 certificate plus an appropriate NQF Level 6 qualification in Financial Management (SCM) or relevant equivalent qualification as recognised by SAQA. 2-3 years' experience as state accountant in Supply Chain Management. A valid driver's license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: Working experience/knowledge of Financial Management (SCM). Knowledge of Public Service Regulations, Acts, Policies and procedures. Knowledge of Public Finance Management Act (PFMA). Strategic capability & Leadership. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management skills. Policy analysing skills. Report writing skills

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Duties: Key Performance Areas: Facilitate advertisement of bids and price quotations. Facilitate evaluation meetings for bids and price quotations. Facilitate compilation of submissions for bids and price quotations to bid adjudication committee. Consolidation of monthly procurement reports to Treasury. Manage human Resource.

Post : Assistant Director: Risk Management
Ref Number : LDARD 19/19
Salary Notch : R 376 596 per annum
Salary Level : 09
Component : Risk Management
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 as recognized by SAQA in Internal auditing/Risk Management/Auditing or relevant equivalent qualification as recognised by SAQA. A minimum of 2-3 years' experience at Admin Officer level in risk Management or Auditing/ Internal Auditing. A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Risk Management and auditing skills. Facilitation and Presentation skills. Report writing skills, Knowledge of the PFMA, King IV report, Public Sector Risk Management Framework and other related legislations.

Duties: Key Performance Areas: Implement risk management processes. Co-ordination of sub- risk management committees. Conduct education and awareness campaign on risk management. Conduct risk assessment and development of risk registers. Development of risk implementation plans and monitoring thereof.

Post : Assistant Director: Expenditure Management
Ref Number : LDARD 20/19
Salary Notch : R 376 596 per annum
Salary Level : 09
Component : Financial Accounting
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Financial Management/ Accounting / Financial Accounting / Management Accounting / Supply Chain Management / Auditing or relevant equivalent qualification as recognized by SAQA. 2 – 3 years' experience as State Accountant in Expenditure Management. A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Knowledge of BAS and LOGIS. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written), problem solving, time management. Computer skills (excel and word).

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Duties: Key Performance Areas: Processing of claims in LOGIS & BAS. Preparation of monthly payment Age analysis report. Preparation of monthly and quarterly accruals. Monitor payments stubs and distribution thereof. Monitor filling of payments related records and distribution of correspondence. Ensure payments are done within 30 days. Preparation of Disbursement letters. Handling of payments related queries

Post : Assistant Director: General Records.
Ref Number : LDARD 21/19
Salary Notch : R 376 596 per annum
Salary Level : 09
Component : Record Management
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Public Management/ Administration / Information/ Archival studies or equivalent qualification as recognised by SAQA. 2-3 year working experience in the records management at Registry Supervisor Level. A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills. Knowledge of Public Service Regulations, Acts, Policies and Procedures. Knowledge of Public Finance Management Act. In depth knowledge of labour law and HR best practices. Interpersonal skills, organisational skills, decision making skills and communication skills.

Duties: Key Performance Areas: Facilitate the implementation of the promotion of access to information. Facilitate systematic disposal programme. Facilitate the implementation of the Departmental file plan. Manage staff and budget in line with HR and financial legislation. Manage messenger services. Facilitate the implementation of the vital record management programme and disaster recovery plans. Ensure that information can be identified and retrieved when required by providing well-structured records classification systems, record keeping systems, well-structured messenger services and that all records are kept in safe custody.

Post : Assistant Director: Human Resource Services.
Ref Number : LDARD 22/19
Salary Notch : R 376 596 per annum
Salary Level : 09
Component : Human Resource Services
Centre : Waterberg District Office

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Human Resource Management/ Personnel Management / Public Management/ Administration qualification or

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relevant qualification as recognised by SAQA. 2-3 years working experience in the Human Resource Management at Personnel Practitioner Level. PERSAL Literacy (attach copy of the results). A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills. Knowledge of Public Service Regulations, Acts, Policies and Procedures. Knowledge of Public Finance Management Act. In depth knowledge of labour law and HR best practices. Interpersonal skills, organisational skills, decision making skills and communication skills. Computer Skills.

Duties: Key Performance Areas: Facilitate Human Resource recruitment and selection, transfers, and secondments. Facilitate Human Resource Planning and Equity. Facilitate termination of services, leave management. Facilitate overtime, resettlement and acting allowance. Manage staff and budget in line with Human Resource and financial legislation. Manage records management. Update staff establishment.

Post : Assistant Director: Human Resource Services.
Ref Number : LDARD 23/19
Salary Notch : R 376 596 per annum
Salary Level : 09
Component : Human Resource Services
Centre : Tompi Seleka College

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Human Resource Management/ Personnel Management / Public Management/ Administration qualification or relevant qualification as recognised by SAQA. 2-3 years working experience in the Human Resource Management at Personnel Practitioner Level. PERSAL Literacy (attach copy of the results). A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills. Knowledge of Public Service Regulations, Acts, Policies and Procedures. Knowledge of Public Finance Management Act. In depth knowledge of labour law and HR best practices. Interpersonal skills, organisational skills, decision making skills and communication skills. Computer Skills.

Duties: Key Performance Areas: Facilitate Human Resource recruitment and selection, transfers, and secondments. Facilitate Human Resource Planning and Equity. Facilitate termination of services, leave management. Facilitate overtime, resettlement and acting allowance. Manage staff and budget in line with Human Resource and financial legislation. Manage records management. Update staff establishment. Facilitate Performance Management Development System. Facilitate Human Resource and General Records. Facilitate logistics services. Provide transformation services.

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RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019**

Post : Assistant Director: Condition of Services.
Ref Number : LDARD 24/19
Salary Notch : R 376 596 per annum
Salary Level : 09
Component : Human Resource Services
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Public Management/ Personnel Management/ Administration qualification or relevant qualification as recognised by SAQA. 2-3 years working experience in the Human Resource Management at Personnel Practitioner level. PERSAL Literacy (attach copy of the results). A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Knowledge of Public Service Act and other legislative prescripts that govern Human Resource Management. Knowledge of Human Resources administration process. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer – focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to handle pressure.

Duties: Key Performance Areas: Facilitate termination of service. Manage leave absence. Management of ethics behaviours. Manage staff establishment. Manage Service Benefits. Manage Perform management and related functions. Review performance of team players and attend to audit queries. Report on sectional activities and collate statistics for management analysis. Compile and updates Monthly and Quarterly reports.

Post : Assistant Director: Asset and Disposal
Ref Number : LDARD 25/19
Salary Notch : R 376 596 per annum
Salary Level : 09
Component : Asset Management
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Financial Management or relevant qualification as recognised by SAQA. 2-3 years' experience in Asset and Disposal at Admin Officer level. A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Sound in depth knowledge of the relevant prescripts. knowledge of the legislative framework governing Public Service. Knowledge of PFMA, Treasury regulations, PPPFA, Knowledge of BAUD, BAS and LOGIS system, Understanding of GRAP and Accounting in the Public Sector. Understanding of GIAMA. Computer Skills, communication skills, report writing skills. Problem Solving Skills. Time Management. Negotiations Skills. Communication Skills. Creativity and Innovation. Interpersonal and Workplace Skills

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Duties: Key Performance Areas: Management of movable and immovable assets. Monitor the process of capturing of all movable assets in the BAUD asset register. Management of disposal process. Facilitate disposal of redundant/obsolete furniture and equipment. Management of physical asset verification and spot checks. Conduct Spot Checks on Assets in all the institutions. Drafting of financial statements in relation to asset. Effective maintenance of the asset register. Perform monthly reconciliation of the Trial Balance and the Asset Register

Post : Animal Health Technician (07 posts).
Salary Notch : R 316 791 per annum
Salary Level : 08
Component : Animal Health

Centre: Sekhukhune District: Ephraim Mogale Local Agric Office (1) Ref number: LDARD 26/19, Waterberg District: Mogalakwena Local Agric Office (1) Ref number: LDARD 27/19, Mopani District: Greater Tzaneen Local Agric Office (1) Ref number: LDARD 28/19, Maruleng Local Agric Office (1) Ref number: LDARD 29/19, Vhembe District: Thulamela Local Agric Office (1) Ref number: LDARD 30/19, Musina (1) Ref number: LDARD 31/19 and Makhado Local Agric Office (1) Ref number: LDARD 32/19

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Animal Health as recognised by SAQA. Valid registration with the South African Veterinary Council as Animal Health Technician (Please attach a certified copy of Registration and proof of payment for registration 2019). 1-2 years' experience in Animal Health. A valid driver's license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency.

Duties: Key Performance Areas: Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension opportunities to farmers and clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.

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Post : Personnel Practitioner
Ref Number : LDARD 33/19
Salary Notch : R 316 791 per annum
Salary Level : 8
Component : Human Resource Services
Centre : Capricorn District: District Office

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Human Resource Management /Personnel Management / Public Management/Administration or relevant qualification as recognised by SAQA. 1-2 years' experience in Human Resource Provisioning & Planning at Human Resource Clerk level. A valid driver's license (with exception of persons with disabilities).

Knowledge, Skills and Competencies: Knowledge of policies governing the public services, Public service regulations, Public service act, EEA, report writing, communication skills, Computer Literacy.

Duties: Key Performance Areas: Handle recruitment, selection and appointment. Provision of secretariat services. Implement appointment on PERSAL system. Notification of successful candidates and reporting of assumption of duty. Handling of transfers / Secondment / Placement and translations. Handling of acting on higher posts. Processing of probationary reviews. Handling of exit interviews. Development of EE report, Updating of post establishment and vacancy rate. Updating personal particulars of employees on PERSAL system

Post : Lecturer: Extension and Partnership
Ref Number : LDARD 34/19
Salary Notch : R 316 791 per annum
Salary Level : 8
Component : Academic Support
Centre : Tompi Seleka College

Minimum Requirements: Grade 12 plus an appropriate NQF Level 7 qualification in Agriculture or relevant qualification as recognised by SAQA. A qualification in Education, e.g. Post-graduate Certificate in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage (Attach proof). 1-2 years' relevant subject matter/technical experience. A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Duties: Key Performance Areas: Presentation of practical and theoretical classes/courses to students and other role players in agriculture. Renewal and development of course material and study guide. Assessment of students. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

Post : Lecturer: Animal Production
Ref Number : LDARD 35/19
Salary Notch : R 316 791 per annum
Salary Level : 8
Component : Academic Support
Centre : Tompi Seleka College

Minimum Requirements: Grade 12 plus an appropriate NQF Level 7 qualification in Animal Production or relevant qualification as recognised by SAQA. A qualification in Education, e.g. Post-graduate Certificate in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage (attach proof). 1-2 years' relevant subject matter/technical experience. A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.

Duties: Key Performance Areas: Presentation of practical and theoretical classes/courses to students and other role players in agriculture. Renewal and development of course material and study guide. Assessment of students. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

Post : State Accountant: Acquisition
Ref Number : LDARD 36/19
Salary Notch : R 316 791 per annum
Salary Level : 8
Component : Supply Chain Management
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 plus NQF level 6 in Financial Management / Accounting/ Management Accounting / Commerce / Auditing / Supply Chain Management or relevant equivalent qualification as recognized by SAQA. 1-2 years' experience in Supply Chain Management at Supply Chain Clerk Level. A valid driver's license (with exception of persons with disabilities)

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge & experience of PERSAL. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written). Problem solving, time management. Computer skills (excel and word).

Duties: Key Performance Areas: Invitation of price quotations. Arrange/conduct Bid Evaluation Committee meetings. Evaluation of bids. Conduct physical verification for shortlisted bidders and compile inspection report statistics. Conduct physical verification for shortlisted bidders and compile inspection report statistics. Preparations of Memoranda to Bid Adjudication Committee members, and writing of appointment letter and compilation of monthly statistics reports on bids awarded by the Department.

Post : State Accountant: Accounting
Ref Number : LDARD 37/19
Salary Notch : R 316 791 per annum
Salary Level : 8
Component : Financial Accounting
Centre : Head Office: Polokwane

Minimum Requirements: Grade 12 plus an appropriate NQF level 6 in Financial Management / Accounting/ Management Accounting / Commerce / Auditing or relevant equivalent qualification as recognized by SAQA. 1-2 years' experience in Bookkeeping/Financial Reporting at Finance Clerk Level. A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge & experience of PERSAL. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written). Problem solving, time management. Computer skills (excel and word).

Duties: Key Performance Areas: Reconciliation of bank account of the Departments. Clearing control and suspense accounts. Checking of daily exception report, preparation and capturing of journals. Safekeeping and control of financial documents. Corrections of misallocation of transaction. Liaise daily with bank on regular basis to clear rejected and unclassified transactions.

Post : State Accountant: Supply Chain Management
Ref Number : LDARD 38/19
Salary Notch : R 316 791 per annum
Salary Level : 8
Component : Financial Management
Centre : Capricorn District: District Office

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 6 in Public Management/ Logistics/Financial Management/ Accounting/ Management Accounting / Commerce / Auditing / Supply Chain Management or relevant qualification as recognized by SAQA. 1-2 years' experience in Supply Chain Management at Supply Chain Clerk level. A valid driver's license (with exception of persons with disabilities)

Knowledge, skills and competence: Knowledge of supply chain management policies and prescripts, report writing skills. Knowledge of Treasury regulations, PFMA, knowledge of LOGIS. Computer skills and report writing skills.

Duties: Key Performance Areas: Processing of order request for goods and services. Sourcing of quotations. Evaluation and adjudication of quotations. Contract Management. Compile and analyse reports.

Post : State Accountant: Budget, Revenue and Expenditure
Ref Number : LDARD 39/19
Salary Notch : R 316 791 per annum
Salary Level : 8
Component : Financial and Management Accounting
Centre : Waterberg District

Minimum Requirements: Grade 12 certificate plus a relevant NQF level 6 in Financial Management / Accounting/ Management Accounting / Commerce / Auditing or relevant qualification as recognised by SAQA. 1-2 years' experience in Financial Management at Finance Clerk Level. A valid driver's license (with exception of persons with disabilities)

Knowledge, skills and competencies: Knowledge of Legislative framework (PFMA, PPPFA and Treasury Regulations). Knowledge of PERSAL and BAS.

Duties: Key Performance Areas: Payment of salary related claims in PERSAL. Administer payroll. Supervise collection of revenue. Administer debt files and ensure recovery of debts. Capturing of revenue receipts in BAS. Prepare debt collection report monthly. Conduct inspection of revenue collection points within the district. Process payments of suppliers. Coordinate and consolidate District budget inputs in line with MTEF. Compile monthly/quarterly expenditure report of budget performance. Analyze budget against expenditure report and highlight variances. Prepare budget performance report for District management meetings. Capturing of budget in BAS. Compile request for virement of funds. Compile conditional grant report as per approve project

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Post : Admin Officer Support Services
Ref Number : LDARD 40/19
Salary Notch : R 316 791 per annum
Salary Level : 8
Component : Admin Support Services
Centre : Towoomba Research Station

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 6 in Public Management/Administration/Human Resource or relevant qualification as recognised by SAQA. 1-2 years' experience in corporate services. A valid driver's license (with exception of persons with disabilities)

Knowledge, skills and competence: Knowledge of Government prescripts. Good interpersonal relations. Good supply chain management policies and prescripts, report writing skills. Knowledge of Treasury regulations, PFMA, knowledge of LOGIS

Duties: Key Performance Areas: Render financial administrative services. Handle office support services. Render human resource management. Manage records management. Render logistics and transport services. Coordinate Management of Performance Development Systems and Human Resource Development. Handle information system. Coordinate employee wellness and Special programmes and transformation. Coordinate the management of SCM, Revenue, Expenditure and Asset.

Post : Transport Officer
Ref Number : LDARD 41/19
Salary Notch : R 257 508 per annum
Salary Level : 7
Component : Asset Management
Centre : Capricorn District: District Office

Minimum Requirements: Grade 12 certificate plus an appropriate NQF level 6 in Logistics/Transport Services or relevant qualification as recognised by SAQA. 1-2 years' experience in Transport management at Transport Clerk level. A valid driver's license (with exception of persons with disabilities)

Knowledge, Skills and Competence: Knowledge of transport prescripts, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing Transport Management. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Duties: Key Performance Areas: Issuing of state vehicles. Processing claims and application for subsidised vehicles. Conducting physical inspection of state and subsidised vehicles. Attending to accidents. Updating of the assets register of all state vehicles. Filling of state vehicles log sheets and subsidised vehicles.

Post : Finance Clerk
Ref Number : LDARD 42/19
Salary Notch : R 173 703 per annum
Salary Level : 5
Component : Admin Support Services
Centre : Towoomba Research Station

Minimum Requirements: NQF Level 4 /Grade 12 certificate. Proven knowledge in Financial environment.

Knowledge, Skills and Competencies: Knowledge of Treasury Regulation, PFMA, BAS and PERSAL system. Ability to interpret and implement financial management policies, processes and system. Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.

Duties: Key Performance Areas: Control of payroll. Capture salary related, Capture payment of fuel allowance. Capture S&T. Handling of debts. Implementation and cancellation of stop order. Payment leave gratuity. Capturing change of banking details. Consolidate budget inputs. Collect revenue. Capture revenue receipt in BAS. Safekeeping of revenue batches and face value forms. Banking of collected revenue. Issuing and checking correctness of the receipt. Reconciling of books. Compile and analyse revenue report

Post : Finance Clerk: Salary
Ref Number : LDARD 43/19
Salary Notch : R 173 703 per annum
Salary Level : 5
Component : Financial Management
Centre : Waterberg District: District Office

Minimum Requirements: NQF Level 4 /Grade 12 certificate. Proven knowledge in Financial environment.

Knowledge, Skills and Competencies: Knowledge of Treasury Regulation, PFMA, BAS and PERSAL system. Ability to interpret and implement financial management policies, processes and system. Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Duties: Key Performance Areas: Control of payroll. Capture salary related, Capture payment of fuel allowance. Capture S &T. Handling of debts. Implementation and cancellation of stop order. Payment leave gratuity. Capturing change of banking details. Consolidate budget inputs.

Post : Finance Clerk (Revenue)
Ref Number : LDARD 44/19
Salary Notch : R 173 703 per annum
Salary Level : 5
Component : Financial Management
Centre : Waterberg District; District Office

Minimum Requirements: NQF Level 4 /Grade 12 certificate. Proven knowledge in Financial environment

Knowledge, Skills and Competencies: Knowledge of Treasury Regulation, PFMA, BAS system. Ability to interpret and implement financial management policies, processes and system. Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.

Duties: Key Performance Areas: Collect revenue. Capture revenue receipt in BAS. Safekeeping of revenue batches and face value forms. Banking of collected revenue. Issuing and checking correctness of the receipt. Reconciling of books. Compile and analyses revenue report

Post : Admin Clerk (Student Affairs)
Ref Number : LDARD 45/19
Salary Notch : R 173 703 per annum
Salary Level : 5
Component : Financial Management
Centre : Tompi Seleka College

Minimum Requirements: NQF level 4 / Grade 12 certificate. Proven knowledge in student Affairs environment.

Knowledge, Skills and Competencies: Applicant must have good administrative skill. Communication, report writing skills, be competent in dealing with student matters. Computer skills. Knowledge of legislation governing public services.

Duties: Key Performance Areas: Administer examination process. Capturing of student mark sheet and other related activities. Handling and processing of all student records per

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

semester. Management of strong room. Development and printing of prospectus and admission. Processing of all application forms for admission. Selecting and registering student. Student orientation and compilation of student time tables.

Post : Switchboard Operator (03 posts)
Salary Notch : R145 281 per annum
Salary Level : 4
Component : Financial Management
Centre: Head Office Ref number LDARD 46/19, Capricorn District: Lepelle-Nkumpi Local Agricultural Office Ref number: LDARD 47/19 and Vhembe: Thulamela Local Agric Office Ref number: LDARD 48/19

Minimum Requirements: NQF level 4/ Grade 12 Certificate. Proven knowledge as a switchboard operator.

Knowledge, Skills and Competencies: Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Telephone etiquette skills will be tested.

Duties: Key Performance Areas: Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorized. Identify and report telephone faults to the supervisor.

Post : Tractor Driver (05 Posts)
Salary Notch : R145 281 per annum
Salary Level : 4
Centre : Tompi Seleka College Ref number: LDARD 49/19 (3) and Toowoomba Ref number: LDARD 50/19 (2)

Minimum Requirements: Grade 10. Proven Knowledge of farm management. Valid Code 10 (C1) driver's license plus Public driving permit (PDP) (Attach copy).

Knowledge, Competencies and Skills: Be able to read and write. Knowledge of farm support. Communication skills. Good interpersonal skills. Knowledge of Batho Pele Principle. Be able to read and write. Driving skills will be tested. Basic knowledge of farm equipment. Time management.

Duties: Key Performance Areas: Operate a tractor with various implements (such as ploughs, Rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities. Perform vehicle maintenance and administrative

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND
RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019**

support activities operate a specialized machinery. Maintenance of the vehicle and equipment.

Post : Handyman (02 Posts)
Salary Notch : R 122 595 per annum
Salary Level : 3
Centre : Tompi Seleka College Ref number: LDARD 51/19 (1) and
Madzivhandila College Ref number: LDARD 52/19 (1)

Minimum Requirements: Grade 10 / AET Level 4. Proven knowledge of Office maintenance.

Knowledge, Skills and Competencies: Able to read and write. Show good behaviour towards customers. Communication skills. Good interpersonal relations. Knowledge of Batho Pele Principle.

Duties: Key Performance Areas: Maintenance of office buildings and furniture. Maintenance of office equipment.

Post : Redline Gate Guard (04 Posts)
Salary Notch : R 102 534 per annum
Salary Level : 2
Centre: Vhembe District: Thulamela (1) Ref number: LDARD 53/19 and Mutale (02) Ref: number LDARD 54/19, Mopani District: Giyani (01) Ref number: LDARD 55/19

Minimum Requirements: Grade 10 / AET Level 4. Proven knowledge of security guard training will serve as an added advantage.

Knowledge, Skills and Competencies: Ability to read and write. Knowledge of security services. Good Communication Skills, Good Interpersonal relations and report writing skills.

Duties: Key Performance Areas: Keep and maintain redline gate Write or endorse all permits for animal and plant products passing through the redline gate. Inspection and registration of all vehicles passing through the redline gate. Report to the police and office damage on the redline fence. Tracing animals crossing the redline fence. Daily patrol of the redline fence. Repair all fence breaks. Clearing bushes alongside the redline fence Experience in security services will be an added advantage.

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Post : Cleaner (10 Posts)
Salary Notch : R 102 534 per annum
Salary Level : 2

Centre: Tompi Seleka College (6) Ref number: LDARD 56/19, Madzivhandila College (2) Ref number: LDARD 57/19 and Towoomba (2) Ref number: LDARD 58/19.

Minimum Requirements: Grade 10 /AET level 4. Proven knowledge of cleaning services. Any cleaning job specific training will be an advantage.

Knowledge, Skills and Competencies: Able to read and write. Ability to work in different environmental conditions. Knowledge of cleaning products/ materials and equipment's. Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Communication skills. Good interpersonal relations. Knowledge of Batho Pele Principle.

Duties: Key Performance Areas; Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment's. Advise supervisor of any other area needing special attention in their working area.

Post : Farm Aid (12 Posts)
Salary Notch : R 102 534 per annum
Salary Level : 2

Centre: Tompi Seleka College (2) Ref number: LDARD 59/19, Madzivhandila College (1) Ref number: LDARD 68/19, Towoomba (5) Ref number: LDARD 60/19 and Mara Research (4) Ref number: LDARD 61/19,

Minimum Requirements: Grade 10 / AET level 4. Proven knowledge in farming activities and disposal of farm waste material will be an added advantage

Knowledge: Good communication and Interpersonal skills Time management. Report writing. Knowledge of Batho Pele.

Duties: Key Performance Areas: Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019

Post : Photocopier Operator
Ref Number : LDARD 62/19
Salary Notch : R 102 534 per annum
Salary Level : 2
Centre : Madzivhandila College

Minimum Requirements: Grade10 / AET level 4. Proven knowledge and usage of photocopy and fax machine will be an added advantage.

Knowledge, Competencies and Skills: Able to read and write. Be able to work in a team. Must be punctual, productive and show good behavior towards customers. Communication skills. Good interpersonal relations. Knowledge of Batho Pele.

Duties: Key Performance Areas: Operate the photocopier and fax machines. Binding and laminating of documents. Provide counter service. Perform minor maintenance on the photocopier machine. Make requisition for photocopying materials.

Post : Groundsman (05 POSTS)
Salary Notch : R 102 534 per annum
Salary Level : 2
Centre: Tompi Seleka College (4) Ref number: LDARD 63/19 and Head Office (1) Ref number LDARD 64/19.

Minimum Requirements: Grade 10 /AET level 4. Proven knowledge of cleaning and maintaining of the ground will be an added advantage.

Knowledge, Skills and Competencies: Able to operate cleaning machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills.

Duties: Key Performance Area: Keeping other structures on grounds clean and tidy (e.g. parking areas, Premises and surrounding. Empty dirty bins. Landscaping and garden maintenance. Prune and/or trim flowers and trees. Trimming of the bushes. Remove weeds and other unwanted plants. Watering the garden and flowers when necessary. Loading and offloading goods.

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND
RURAL DEVELOPMENT CIRCULAR NO. 31 OF 2019**

Post : General Worker (08 posts)
Salary Notch : R 102 534 per annum
Salary Level : 2
Centre: Tompi Seleka College (5) Ref number: LDARD 65/19 and Madzivhandila College
(3) Ref number: LDARD 66/19

Minimum Requirements: Grade 10 / AET level 4. Proven knowledge of cleaning and General Work.

Knowledge, Competencies and Skills: Able to read and write. Knowledge of gardening equipment and appliances. Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behavior towards customers Communication skills. Good interpersonal relations.

Duties: Key Performance Areas: Maintain premises and surroundings. Maintain garden. Loading and offloading of goods.

Post : Water Engine Operator
Ref Number : LDARD 67/19
Salary Notch : R 102 534 per annum
Salary Level : 2
Centre : Mara Research Station

Minimum Requirements: Grade 10/ AET level 4. Proven knowledge of operating the Machine.

Knowledge, Competencies and Skills: Able to read and write. Must be punctual, productive and show good behavior towards customers Communication skills. Good interpersonal relations.

Duties: Key Performance Areas: Operate water engine in the pump station. Maintenance of Water Engine. Clean the pump station, pumps pipes and valves. Take water meter readings. Report any faults to supervisor. Provide support services to mechanical division in performing maintenance tasks at the station and dam wall. Adhere to all occupational health and safety regulations and use protective equipment appropriately.