



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

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

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
VACANCY CIRCULAR NO. 02 OF 2024.**

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 outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.

APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to the below addresses;

Head office: Polokwane; Tompi Seleka College of Agriculture, Madzivhandila College of Agriculture; Mara Research Centre; Mokopane and Makhado Laboratory Services: The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

Mopani District: The Director Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.

Waterberg District: The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.

Capricorn District: The Director: Capricorn District, Limpopo Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices

Sekhukhune District: The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices.

Vhembe District: The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.

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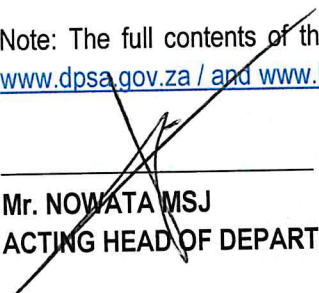
CLOSING DATE .. 31 May 2024

NOTE .. Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from www.gov.za. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. 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

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for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such on the date of the interview. Failure to comply with above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment to the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

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


Mr. NOWATA MSJ
ACTING HEAD OF DEPARTMENT


DATE

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<u>POST</u>	:	<u>DEPUTY DIRECTOR: ANIMAL HEALTH (REF NO: LDARD 1/4/2024) (01 POST)</u>
<u>SALARY</u>	:	R 1 003, 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 7 qualification in Veterinary Science /Animal Health as recognized by SAQA. Current proof of registration with the South African Veterinary Council as a Veterinarian. A Minimum of Three (3) – five (5) years' relevant working experience at junior management/ Assistant Director level within animal health. Valid driver's license (with the exception of people with disabilities). Knowledge, competencies and skills: 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). Knowledge of international trade and associated legislation. Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer literacy will be tested. Core and Process Competencies Strategic Capability and Leadership People Management and Empowerment. Programme and Project Management Financial Management; Change Management Computer Literacy: 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 Integrity.
<u>DUTIES</u>	:	Manage and coordinate animal disease control in the 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. Ensure compliance on quarter and monthly reports. Liaison with other players.
<u>ENQUIRIES</u>	:	Mr. Matjju SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324

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<u>POST</u>	:	<u>STATE VETERINARIAN (02 POSTS)</u>
<u>SALARY</u>	:	R 849,702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation
<u>CENTRE</u>	:	Sekhukhune District (REF NO: LDARD 2/3/2024) (01 post) Vhembe District (REF NO: LDARD 3/3/2024) (01 post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 8 in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA and current proof of registration with the South African Veterinary Council. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Manage animal disease control in the Agro Ecological Zone. Management of Veterinary Services personnel and resources. Formulation and implementation of disease control strategies and policies. Monitor and evaluate disease control strategies. Manage animal identification in the Agro Ecological Zone. Liason with other role players
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
<u>POST</u>	:	<u>ENGINEER PRODUCTION GRADE A (02 POSTS)</u>
<u>SALARY</u>	:	R 833,499 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
<u>CENTRE</u>	:	Head Office: Polokwane (REF NO: LDARD 4/3/2024) (01 post) Capricorn District (REF NO: LDARD 5/3/2024) (01 post)
<u>REQUIREMENTS</u>	:	Grade 12 plus BSc Degree in Agricultural Engineering. Compulsory registration with ECSA as Professional Engineer (Current proof of registration must be attached). A minimum of 3 years post qualification experience in Agricultural Engineering. A valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, Agricultural Engineering on planning, design, development and implementation. Project management,

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<u>DUTIES</u>	:	financial management, strategic management and construction and contract management, Report writing skills, communication and interpersonal skills. Planning of infrastructure projects, Provide designs with specifications for Agricultural Engineering solutions. Provide clients/producers with Engineering advice. Provide farm structures and mechanization services. Provide irrigation support services. Provide project management for the RESIS programme. Provide soil and water engineering. Assist with final certificate issued for infrastructure constructed. Attend Departmental administrative obligations and official meetings. Serve and represent the department in relevant inter-governmental structures at district and local level. Prepare and submit reports for the engineering programme performance. Ensure sound financial management and accountability. Ensure effective human resources and asset management in line with relevant legislation and policies.
<u>ENQUIRIES</u>	:	Head Office: Polokwane: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587. Capricorn District: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST</u>	:	<u>CONTROL AGRICULTURAL RESOURCE TECHNICIAN (02 POSTS)</u>
<u>SALARY CENTRE</u>	:	R 552, 081 per annum (Level 10) Vhembe East (REF NO: LDARD 6/3/2024) (01 Post) Sekhukhune East (REF NO: LDARD 7/3/2024) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 6 in Natural Resource Management/Environmental Science or equivalent appropriate tertiary as recognised by SAQA. Project Management will be advantage. A minimum of 3 years relevant experience at Supervisory level in Natural Resource Management. Development/Land care Experience in Agricultural Experience. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Proven Managerial skills. Computer literacy and competency in Excel and MS project Management. Report writing skills. Understanding of government services delivery environment, teamwork, PFMA and LRA, Community Development, IDP, PGDS, CASP, Land care and conflict resolution reform. Understanding of Land and Agrarian Reform. Computer literacy will be tested.
<u>DUTIES</u>	:	Coordination of Municipal land care and engineering staff. Coordination of land care services within the department. Facilitate and coordinate the transfer of

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technology on sustainable soil system such as conservation agriculture and eco-technologies. Support the planning and implementation of soil conservation projects. Preparation of budget, demand management, contract management and compilation of technical reports. Coordinate the provision of mechanical services. Manage external service providers. Manage and coordinate project compliance with national policies and provincial objectives. Participate in multi-disciplinary teams.

ENQUIRIES : Mammburu TD Tel No: (015) 963 2005/ Rathogwa MM Tel No: (015) 9632007

POST : **CONTROL ANIMAL HEALTH TECHNICIAN (REF NO: LDARD 8/3/2024) (01 POST)**

SALARY : R 552, 081 per annum (Level 10)

CENTRE : Capricorn Northwestern

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Animal Health as recognised by SAQA and current proof of registration with South African Veterinary Council. Valid driver's licence (with exception of people with disabilities). A minimum of 3 years relevant experience at Supervisory level in Animal Health. **Knowledge, Competencies and skills:** Knowledge of acts related to animal health, report writing skills. Knowledge of difference animal diseases. Thorough knowledge of the Animal Disease 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). Knowledge of international trade and associated legislations.

DUTIES : 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.

ENQUIRIES : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

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<u>POST</u>	:	<u>ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES (02 POSTS)</u>
<u>SALARY</u>	:	R 552,081 per annum (Level 10)
<u>CENTRE</u>	:	Sekhukhune South Central (REF NO: LDARD 9/3/2024) (01 post) Waterberg East (REF NO: LDARD 10/3/2024) (01 post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 7 in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Registration with a professional body (e.g. SACNASP) is compulsory, A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication.
<u>DUTIES</u>	:	Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service center. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324

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<u>POST</u>	:	<u>ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (REF NO: LDARD 11/3/2024) (1 POST)</u>
<u>SALARY</u>	:	R 552,081 per annum (Level 10)
<u>CENTRE</u>	:	Vhembe District Office
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 7 in Agriculture or equivalent tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Agricultural Advisory environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, Division of Revenue Act, Public Finance Management Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997), Policies and Strategies: APAP, RAAVC, Limpopo Development Plan, National Policy on Comprehensive Producer Development Support. Project management skills, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	Coordinate and conduct social facilitation and participatory community development processes. Facilitate skills development. Facilitate co-operation between communities and public and private sector organizations. Sensitize rural communities on rural development initiatives. Conduct household profiling services. Provide post settlement support services. Establish and strengthen existing institutions for socio-economic development. Intergovernmental coordination municipalities, provincial and national departments.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963

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POST : **SENIOR AGRICULTURAL ECONOMIST (REF NO: LDARD 12/3/2024) (01 POST)**

SALARY : R 552,081 per annum (Level 10)
CENTRE : Capricorn Northwestern

REQUIREMENTS : Grade 12 plus an appropriate NQF level 8 qualification in Agricultural Economics/Agribusiness or equivalent qualification as recognised by SAQA. A minimum of 3 years relevant experience in Agricultural Economist. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Knowledge of people management skills. Knowledge of PFMA and financial management. Practical experience in the use of Microsoft Excel, Microsoft Word, PowerPoint presentations. Good communication and presentation skills. Knowledge of economic and financial statements. Analytical techniques.

DUTIES : Conduct in-depth research of developments/ patterns/ trends in agricultural sector. Conduct municipality area situational analysis to complete sector and or community specific profiles. Identify gaps/ threats and opportunities with impact to the sector and or farmers. Facilitate access to market and finance for farmers. Provide agricultural economic/ agribusiness advice to internal and external stakeholders. Develop Agribusiness / projects planning. Implementation and monitoring of departmental development programmes such as RAAVC, AgriBEE, Agro-processing and value chain. Assist farmers with certification, for example SAGAP, and participation on Local Municipality economic development planning forums.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST : **CHIEF ARTISAN GRADE A (REF NO: LDARD 13/3/2024) (01 POST)**

SALARY : R 455,223 per annum (OSD)
CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 10 years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Technical Competencies: Project management, Technical design and analysis, knowledge, Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Technical consulting, Production process knowledge and skills. **Generic Competencies:** Problem solving and

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analysis, Decision making, Teamwork, Creativity, Change management, Financial management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.

DUTIES

: To manage all aspects of technical design, production, operation and maintenance activities. Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Financial Management. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES

: Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015)294 3587

POST

: **ASSISTANT DIRECTOR: INFRASTRUCTURE PROJECTS DEVELOPMENT COORDINATION SUPPORT (REF NO: LDARD 14/3/2024) (01 POST)**

SALARY CENTRE

: R 444,036 per annum (Level 9)
: Head Office: Polokwane

REQUIREMENTS

: Grade 12 Certificate plus an appropriate qualification NQF level 6 in Project Management/Agricultural Management/Community Development/BA or equivalent tertiary qualification as recognised by SAQA. A minimum of three (3) years relevant experience at supervisory level in project management. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Negotiating and networking skills. Ability to source

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	and analyse information. Report writing skills. Knowledge Requirements: Extensive knowledge in agriculture related to Grand funding management. Land and Agrarian Reform policies. Project and Programme management.
<u>DUTIES</u>	: Facilitate access to financial resources to facilitate infrastructure development services. Facilitate infrastructure development services in rural areas. Coordinate and facilitate monitoring and evaluation of projects. Perform administrative and related functions.
<u>ENQUIRIES</u>	: Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015)294 3587
<u>POST</u>	: <u>ASSISTANT DIRECTOR: BOOKKEEPING AND BANK RECONCILIATION (REF NO: LDARD 15/3/2024) (01 POST)</u>
<u>SALARY</u>	: R 444, 036 per annum (Level 09)
<u>CENTRE</u>	: Head Office: Polokwane
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate qualification NQF level 6 in Financial Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years relevant experience at Supervisory level in Bookkeeping/Financial reporting. Knowledge of BAS. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of PFMA and Treasury Regulations. Knowledge of SCOA. Good communication skills (verbal and written), problem-solving and time management skills. Computer literacy (good Microsoft excel knowledge).
<u>DUTIES</u>	: Monitor PMG account and daily bank reconciliation. Compile monthly certificate of compliance. Assist in preparation of financial statements and audit files. Monitoring of ledger accounts and correct misallocations. Performance of month end procedures such as clearing suspense account and month end closure. Safekeeping and control of financial documents.
<u>ENQUIRIES</u>	: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.
<u>POST</u>	: <u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT (REF NO: LDARD 16/3/2024) (01 POST)</u>
<u>SALARY</u>	: R 444, 036 per annum (Level 09)
<u>CENTRE</u>	: Head Office: Polokwane
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate qualification NQF level 6 in Financial Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. A

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minimum of 3–5 years' experience at Supervisor level at Salaries or Payroll Management. Knowledge of BAS, Extensive Knowledge of PERSAL for Salaries Knowledge of VULINDLELA, valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and Skills** Knowledge of PFMA and Treasury Regulations, Strong Financial Management Skills Good communication skills (verbal and written), problem solving, time management Computer skills (Excel and Word) Policy Analysis Skills Conflict Management Skills

DUTIES

: Authorization of salary related deductions. Authorization of salary related claims in line with the thresh hold in BAS and PERSAL. Conduct Staff Audits Authorize IRP5 reconciliations. Facilitate certification of Payroll. Perform monthly reconciliation to Treasury. Preparation of monthly PERSAL and BAS Reconciliation Preparation of salary ACB transactions. Compilation of all salary related journals. Preparation of salary related quarterly and annual accruals. Compilation of Interdepartmental Age Analysis reports. Clearing of suspense Account Perform Tax reconciliations. Update, correct and print IRP5's. Perform Tax recalculation for gratuity payments .Handling of PERSAL related credit transfers. Lifting of item and Aggregate limits. Correction of CSV validation errors. Monthly submissions of SARS returns (EMP201)Bi-Annual and Annual submission of SARS returns (EMP501)PERSAL Controller. Supervision of Staff.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST

: **ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING (REF NO: LDARD 17/3/2024) (01 POST)**

**SALARY
CENTRE**

: R 444, 036 per annum (Level 09)
: Waterberg District

REQUIREMENTS

: Grade 12 plus an appropriate NQF level 6 qualification in Financial Management/ Auditing/Accounting as recognized by SAQA. A minimum of 3–5 years' experience at Supervisor level in Financial and Management. Knowledge of BAS, Extensive Knowledge of PERSAL and LOGIS for Salaries Knowledge of VULINDLELA, valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and Skills** Knowledge of PFMA and Treasury Regulations, Strong Financial Management Skills Good communication skills (verbal and written), problem solving, time management Computer skills (Excel and Word) Policy Analysis Skills Conflict Management Skills

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<u>DUTIES</u>	:	Facilitate the financial planning, budgeting and reporting. Facilitate the financial revenue and expenditure management. Facilitate the provision of financial accounting. Supervise employees to ensure an effective financial and management accounting services and undertake all administrative functions.
<u>ENQUIRIES</u>	:	Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST</u>	:	<u>ASSISTANT DIRECTOR: HAST & HPM (REF NO: LDARD 18/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R 444, 036 per annum (Level 9)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF Level 8 in social work/ clinical psychology. Current proof of registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Registered Counsellor or Psychologist. A minimum of three 3 years relevant experience in Employee Health and Wellness. Experience in HAST and HPM will be an added advantage. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR practices and procedures on Incapacity Management, EAPA SA Standards. Thorough knowledge and understanding of National Strategic Plan (NSP) for HIV, TB and STIs. Understanding of Public Finance Management Act, Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and understanding of project and programme coordination. Sound knowledge of relevant Public Service policies and regulations. Planning and organising skills, effective communication skills, interpersonal skills, problem solving and negotiation skills, coordination, innovation, creativity and presentation skills. Report writing skills. Computer literacy
<u>DUTIES</u>	:	Coordinate the Mainstreaming HIV, TB and STIs programmes into the core mandate of the department. Coordinate the provision of HIV testing, TB, and health screening. Coordinate HIV, TB and STIs prevention programmes. Provide care and support programmes (Psychosocial assessment, counselling, referral services of employees on Incapacity Management). Coordinate the implementation of Health and Productivity programmes. Coordinate Mental Health programmes. Implement Peer Education programme. Coordinate Disease Management programmes (Communicable and Non-Communicable). Compile and submit HAST & HPM reports. Coordinate the development,

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		review, implementation of HAST, HPM policies and Standard Operating Procedures (SOP). Liaise with relevant internal and external stakeholders on the implementation of HAST & HPM programmes.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.
<u>POST</u>	:	<u>IT NETWORK ADMINISTRATOR (REF NO: LDARD 19/3/2024)</u>
<u>SALARY</u>	:	R 444, 036 per annum (Level 9)
<u>CENTRE</u>	:	Capricorn District Office
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualifications NQF level 6 in Information Technology or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three (3) years relevant experience in IT Environment. Valid drivers' licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of Cisco Switches. Network cabling. Microsoft exchange and office suite. BAS, PERSAL AND LOGIS. Knowledge management. Communication. Reporting. Advanced computer literacy. Problem solving. Creativity. Flexibility. Team player. Responsiveness.
<u>DUTIES</u>	:	Configuring of computers, laptops and printers. Provide 1st line support to all users at the Department. Provide technical support to the voice and data integration networks and unified messaging. Ensure that users equipment and software in the Department are kept up to date, to keep abreast with new technology. Ensure that the anti-virus software, patches and fixes are loaded on the servers and computers. Ensure that internet security, network security and physical security measure are taken against malicious harm and theft. Ensure that the network is fully redundant and that high-speed backbone and infrastructure is implemented to accommodate new and improved technologies. Ensure that the network infrastructure can handle new initiatives that are aligned to e-Government. Ensure that network printers are fully operational, shared for specific users and configurations are set for optimal printing. Ensure effective backups and back up strategies are implemented. Ensure that all software is fully licensed and upgraded/renew software licences as and when required.
<u>ENQUIRIES</u>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<u>POST</u>	:	<u>VETERINARY TECHNOLOGIST (REF NO: LDARD 20/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R 376, 413 per annum (Level 08)
<u>CENTRE</u>	:	Makhado Laboratory

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<u>REQUIREMENTS</u>	:	Grade 12 plus an undergraduate qualification NQF level 6 in Veterinary Technology. Current proof of registration with the South African Veterinary Council as Veterinary Technologist. A minimum of one (1) year experience in Veterinary Laboratory. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology.
<u>DUTIES</u>	:	The incumbents must render a technical support service to the laboratory veterinarian, which includes the doing of serological, histological, biochemical and toxicological analysis, as well as the identification of microorganisms, internal and external parasites. Information management. Analyse and interpret laboratory diagnostic tests results. Review and verification of laboratory test results. Participate in the compilation of SOP's and implementation of approved SOP's in accordance with the applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.
<u>POST</u>	:	<u>AGRICULTURAL ADVISOR / LECTURER: ANIMAL PRODUCTION (REF NO: LDARD 21/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R 376, 413 per annum (Level 08)
<u>CENTRE</u>	:	Tompi Seleka College of Agriculture
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate minimum qualification NQF Level 8 in Agriculture in Animal Production /Science or equivalent appropriate tertiary qualification as recognised by SAQA. minimum of two (02) years' experience in Animal Production. Teaching experience will be an added advantage. Knowledge, Competencies and Skills: Advanced communication/Presentation skills. Knowledge of project planning and management. Computer literacy skills. Problem solving and conflict management skills. Planning and organizing skills. Ability to work with people of diverse culture and communicate and interact at various levels. Good verbal and written communication skills. Ability to travel, work under pressure and beyond normal working hours.
<u>DUTIES</u>	:	Provision of lectures in large and small ruminants (Beef and small stock production and other animal science related modules/subjects). Provide lectures to Diploma students and farmers. Help during selection, admission and orientation of first year students. Research information on the internet and

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library. Prepare learner, practical, workbook, facilitator guide and lesson plan. Prepare tests, assignments, quiz, tutorial and their memorandums. Prepare examination and reexamination question papers. Mark tests, assignment scrips and prepare semester and final mark. Invigilates during tests and examinations. Providing counselling, mentoring, coaching, and parental and pastoring roles. Placing and monitoring of students on work integrated learning/experimental learning. Marking or assessment of work integrated learning/Experiential learning reports. Conducting outreach service. Assist Head of Department - Animal Production in work-related issues.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST

: **AGRICULTURAL ADVISOR / LECTURER: PLANT PRODUCTION (REF NO: LDARD 22/3/2024) (01 POST)**

SALARY
CENTRE

: R 376, 413 per annum (Level 08)
: Tompi Seleka College of Agriculture

REQUIREMENTS

: Grade 12 plus an appropriate minimum qualification NQF level 8 in Agriculture in Plant Production. Post graduate Diploma in Education or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of two (02) years' experience in Plant Production. Teaching experience will be an added advantage. A Valid driver's license (with exception of people disabilities).
Knowledge, Competencies and Skills: Advanced communication/Presentation skills. Knowledge of project planning and management. Computer literacy skills. Problem solving and conflict management skills. Planning and organizing skills. Ability to work with people of diverse culture and communicate and interact at various levels. Good verbal and written communication skills. Ability to travel, work under pressure and beyond normal working hours.

DUTIES

: Provision of lectures in Plant Production. Provide lectures to Diploma students and farmers. Help during selection, admission and orientation of first year students. Research information on the internet and library. Prepare learner, practical, workbook, facilitator guide and lesson plan. Prepare tests, assignments, quiz, tutorial and their memorandums. Prepare examination and reexamination question papers. Mark tests, assignment scrips and prepare semester and final mark. Invigilates during tests and examinations. Providing the counselling, mentoring, coaching, and parental and pastoring roles. Placing and monitoring of students on work integrated learning/experimental learning. Marking or assessment of work integrated learning/Experiential learning

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	reports. Conducting outreach service. Assist Head of Department - Animal Production in work related issues
<u>ENQUIRIES</u>	: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.
<u>POST</u>	: <u>ANIMAL HEALTH TECHNICIAN (07 POSTS)</u>
<u>SALARY CENTRE</u>	: R 376, 413 per annum (Level 08) : Sekhukhune East (REF NO: LDARD 23/3/2024) (02 posts) Vhembe Far North (REF NO: LDARD 24/3/2024) (01 post) Waterberg North (REF NO: LDARD 25/3/2024) (01 post) Capricorn Northwestern (REF NO: LDARD 26/3/2024) (02 posts) Capricorn South (REF NO: LDARD 27/3/2024) (01 post)
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. Current proof of registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
<u>DUTIES</u>	: 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 do 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.
<u>ENQUIRIES</u>	: Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324 Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

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POST : **AGRICULTURAL ECONOMIST (REF NO: LDARD 28/3/2024) (01 POST)**

SALARY : R 376, 413 per annum (Level 08)
CENTRE : Capricorn South

REQUIREMENTS : Grade 12 plus an appropriate NQF level 8 qualification in Agricultural Economics/Agribusiness or equivalent qualification as recognised by SAQA. A minimum of 1-2 years working experience in Agricultural Economist. Valid driver's license (code B) with exception of people with disabilities. **Knowledge, Competencies and skills:** Practical experience in the use of Microsoft Excel, Microsoft word, power point presentations. Good communication and presentations skills, Knowledge of economic and financial statements. Analytical techniques.

DUTIES : Assist with research of developments/patterns/trends in agricultural sector. Assist with municipal area situational analysis to complete sector and/ or commodity specific profiles. Assist with identification of gaps/ threats and opportunities with impact to the sector and/ or farmers. Assist with facilitation of access to market and finance for farmers. Assist with provision of agricultural economic/ agribusiness advice to internal and external stakeholders. Assist with the development of Agribusinesses/ projects planning. Assist with the implementation and monitoring of departmental development programmes such as RAAVC, AgriBEE, Agro-processing and value chain. Assist farmers with certification e.g., SAGAP, and participation on Local Municipality economic development planning forums.

ENQUIRIES : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST : **SENIOR STATE ACCOUNTANT: SUPPLY CHAIN AND ASSEST MANAGEMENT (REF NO:29/3/2024) (03 POSTS)**

SALARY : R 376, 413 per annum (Level 08)
CENTRE : LDARD

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF Level 6 in supply chain management, purchasing management, procurement, logistics or financial management or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 3 years' experience in supply chain management environment. A valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Knowledge: Understanding of the legislative framework governing the Public Service, i.e Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Treasury Regulations, Public Service Act, Public Service Regulations, Labour Relations Act, etc. Competencies: Experience in LOGIS, BAS, CSD System, Public service procurement processes, financial management Skills: Analytical Skills, Good Communication, skills, Facilitation skills; Presentation skills; Report Writing Skills, Financial Management, Problem Solving, Planning &

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	organizing, Time Management Coordination skills; Customer Service, people management. Personal Attributes: Pro-activeness, Professionalism; Accuracy; Flexibility; Independent; Responsiveness, Co-operative; Team player; Supportive, Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment.
<u>DUTIES</u>	: Provide demand management services. Provide acquisition management. Provide purchasing management services. Supervise employees to ensure an effective supply chain management and undertake all administrative functions.
<u>ENQUIRIES</u>	: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST</u>	: <u>SENIOR STATE ACCOUNTANT: PURCHASING MANAGEMENT (REF NO: LDARD 30/3/2024) (01 POST)</u>
<u>SALARY</u>	: R 376, 413 per annum (Level 08)
<u>CENTRE</u>	: Head Office: Polokwane
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate qualification NQF Level 6 in Supply Chain Management/Financial Management, Public Management or Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years' experience in Supply Chain Management environment. Any related prescripts, contact management. A qualification related to Treasury and competence for Finance officials will be an added advantage. Preparedness to security clearance and disclosure of financial interest. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in Microsoft Word and Excel.
<u>DUTIES</u>	: Advertising of the bids. Opening and closing of the tender box. Bid Management. Responsible for the full Supply Chain Management procedures and processes. Opening and closing of the tender box. Compile bid register and check lists after closing and stamping the documents. Evaluation of the bids. Compilation of the evaluation reports. Arrange meetings of both committees. Compile monthly procurement reports. Compilation of agenda for the bid and sub-bid committees. Communicate with the end user on decisions made by sub-bid committee. Conduct physical inspections. Ensure an uninterrupted flow of goods and services for all users.
<u>ENQUIRIES</u>	: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

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<u>POST</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING (REF NO: LDARD 31/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R 376, 413 per annum (Level 08)
<u>CENTRE</u>	:	Madzivhandila College of Agriculture
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognized by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities)). Knowledge, Competencies and Skills: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS, BAS and PERSAL system. Knowledge of finance, administration, planning and organizing, budgeting. Interpersonal and computer literacy skills. communication (verbal and written) skills.
<u>DUTIES</u>	:	Development and review of SCM policies and procedures. Responsible for the full Supply Chain Management procedures' from demand management through to monitoring and contract management' 'Administer and implement procurement in terms of the Procurement Plan, preferential procurement regulations, Supply Chain Management regulations and other legislated requirements. Compilation, implementation and reporting on the operational and risk plans related to Supply Chain Management. Monthly reporting including but not limited to relevant disclose notes. Responsible for the compiling and controlling of business unit budget, manage all personal matters in the business unit and ensure timeous and correct payments of suppliers. Ensure and uninterrupted flow of goods and services of all users.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES (REF NO: LDARD 32/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R 376, 413 per annum (Level 08)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 6 in Human Resource Management /Human Resource Development / Public Management/Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 03 years' experience in Human Resource Services. Knowledge of PERSAL system. Knowledge, Competencies and skills: Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills.
<u>DUTIES</u>	:	Identification of budgeted vacant posts to be advertised. Writing of submission of budgeted vacant posts to Head Office for advertisement. Distribution of circulars for advertised posts. Receiving, scheduling of applications, shortlisting, interviews, invitations of candidates for interviews and formation of panel

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members. Provision of secretariat services. Implement appointment on PERSAL system. Notification of successful candidates and reporting of assumption of duty. Handling of transfers and translations. Handling of acting on higher posts. Capturing of probationary reports. Handling of exit interviews. Development of EE report, Updating of post establishment and vacancy rate. Handling of leave matters, Handling of pension matters, Handling of long service, handling of medical aid, Handling payment of leave gratuity, Handling of PILIR matters, Handling housing allowance, deductions and state guarantee. Termination of service on PERSAL system.

ENQUIRIES : Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

POST : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER (REF NO: LDARD 33/3/2024) (01 POST)**

SALARY : R 376, 413 per annum (Level 08)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate qualifications NQF level 6 in Organisation and Work study, Management Services, Production Management, Operations Management, Industrial and Organisation Psychology or HR Management, HR Development, Public Management/ Administration or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 2 years' experience in organisational development/ Work-study and job Evaluation. 1-2 years' experience in organisational development environment. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Understanding of the legislative framework governing the Public Service, i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, etc. Competencies: Experience in organisational development practices, organisational design, Job evaluation system, Job descriptions & job profile development Business process re-engineering, Work-study techniques (Method study and work measurement). Understanding of Amended 2015 Directive on changes to organisational structures by Departments, Organisational design toolkit, Skills: Analytical Skills, Good Communication skills, Facilitation skills; Presentation skills; Report Writing Skills, Financial Management, Problem Solving, Planning & organizing, Time Management Coordination skills; Personal Attributes: Pro-activeness, Professionalism; Accuracy; Flexibility; Independent; Responsiveness, Co-operative; Team player; Supportive, Willing to work under changing and difficult circumstances.

DUTIES : Conduct work study investigations to advice on organisational structure, post provision and overall organisational efficiencies. Conduct Job analysis and evaluation for grading of mandatory and non-mandatory jobs. Facilitate the development of job descriptions and job profiles. Conduct business process management and improvement.

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<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST</u>	:	<u>ENGINEER TECHNICIAN GRADE A (01 POST) REF NO: LDARD 34/3/2024</u>
<u>SALARY CENTRE</u>	:	R 371, 253 per annum (OSD), Vhembe District
<u>REQUIREMENTS</u>	:	Grade 12 plus a National Diploma in Engineering or relevant qualification. A minimum of three year's post qualification and technical (Engineering) experience. Compulsory registration with ECSA as a professional Engineering Technician. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills. Project management, technical design and analysis. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Teamwork Creativity. Customer focus and responsiveness.
<u>DUTIES</u>	:	Render technical service: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related function: Provide inputs into the budgeting process as required; Compile and submit report as required; Prove and consolidate input to the technical/engineering operational plan; Develop, Implement, and maintain databases; and Supervise and control technical and related personnel and asset. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
<u>POST</u>	:	<u>ARTISAN FOREMAN (02 POSTS)</u>
<u>SALARY CENTRE</u>	:	R 362, 130 per annum (OSD), Sekhukhune District (REF NO: LDARD 35/3/2024) (01 post) Capricorn District (REF NO: LDARD 36/3/2024) (01 post)

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<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 5 years post qualification experience as an Artisan. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Team leadership. Technical Analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication skills. Computer skills. Planning and organizing. Conflict Management.
<u>DUTIES</u>	:	To perform and/or supervise technical design, production, operation and maintenance services. Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<u>POST</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: AGRARIAN TRANSFORMATION AND SECTOR DEVELOPMENT SERVICES (REF NO: LDARD 37/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R 308, 154 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualifications NQF level 6 in Management Assistance / Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year experience in rendering support services. Knowledge, Competencies and Skills: Language skills and the

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ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level of reliability, Written communication skills, Ability to act with tact and discretion, Ability to do research and analyze documents and situations, Good grooming and presentation, Self-management and motivation, Knowledge on the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration.

DUTIES

- : Provides a secretarial/receptionist support service to the Chief Director: Agrarian Transformation and Sector Development Services. Perform typing work. Operates and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the Chief Director. Render administrative support services. Provides support to Chief Director regarding meeting. Coordinates logistical arrangements for meetings when required. Support the manager with the administration of the Chief Director's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES

- : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST

- : **AGRICULTURAL RESOURCE TECHNICIAN (02 POSTS)**

**SALARY
CENTRE**

- : R 308, 154 per annum (Level 07)
: Waterberg West (REF NO: LDARD 38/3/2023) (01 post)
Capricorn South (REF NO: LDARD 39/3/2023) (01 post)

REQUIREMENTS

- : Grade 12 plus an appropriate qualifications NQF level 6 in Environmental Science/ Agricultural Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 1 year experience in Agricultural environment, Development/Land care. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and skills:** Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, Knowledge in surveying and design of all engineering type of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Determine the potential of soils for irrigation.

DUTIES

- : Planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Control the prescribed administration of financial aid schemes with regard to the

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conservation of natural resources and implementation of norms and standards as prescribed by DAFF. Manage and control extension services on land care. Study technological advances and best practices in order to perform land care functions according to the required standards.

ENQUIRIES : Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST : **ADMIN OFFICER (REF NO: LDARD 40/3/2024) (01 POST)**

SALARY : R 308, 154 per annum (Level 07)
CENTRE : Mopani North Agro Ecological Zone Office

REQUIREMENTS : Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/Management Assistant or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years' experience in Administration. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies, and skills:** Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles

DUTIES : Manage the day-to-day operations of the office, including scheduling meetings organizing files, and handling correspondence. Act as the point of contact between offices and internal/external stakeholders. Prepare reports, presentations, and other documents for the office as required.

ENQUIRIES : Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

POST : **ADMINISTRATION CLERK: SUPERVISOR (REF NO: LDARD 41/3/2024) (01 POST)**

SALARY : R 308, 154 per annum (Level 07) 1
CENTRE : Mara Research Station

REQUIREMENTS : Grade 12 plus an appropriate qualifications NQF level 6 in Public Management/Administration or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three 3 years' experience in Administration.

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Knowledge, Competencies, and skills: Knowledge of clerical duties, practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working government. Job knowledge, Communication skills (both verbal and written). Good interpersonal relations skills. Flexibility. Teamwork. Computer skills. Planning and Organising. Language.

DUTIES : Supervise and render an administrative support service. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Research Centre. Supervise and provide personnel administration clerical support services within the Research Centre. Supervise and provide financial administration support services in the Research Centre. Supervise human resources/staff.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **ARTISAN PRODUCTION GRADE A (03 POSTS)**

SALARY CENTRE : R 230. 898 per annum (OSD).
: Vhembe District (REF NO: LDARD 42/3/2024) (01 post)
Sekhukhune District (REF NO: LDARD 43/3/2024) (01 post)
Madzivhandila College of Agriculture (REF NO: LDARD 44/3/2024) (01 post)

REQUIREMENTS : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). A minimum of 5 years post qualification experience as an Artisan. **Knowledge, Competencies and Skills:** Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience. Knowledge of various types of farm infrastructure and maintenance tools will be an added advantage.

DUTIES : To render technical design, production, operation and maintenance services. Supervise handyman and tradesman aid. Perform routine inspections and general repairs and implement and oversee the preventative maintenance programme. Manage outsourced contracts and drawing up minor contract specifications. Maintain and service equipments. Maintenance of buildings,

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fittings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects. Maintenance of Water supply equipment, Installation of new irrigation pipes, Maintenance of plant sewage. Perform administrative related functions.

ENQUIRIES : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007
Madzivhandila College of Agriculture: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST : **FINANCE CLERK (02 POSTS)**

SALARY : R 216, 417per annum (Level 05)
CENTRE : Waterberg District (REF NO: LDARD 45/3/2024) (01 post)
Sekhukhune District (REF NO: LDARD 46/3/2024) (01 post)

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. **Knowledge, Competencies and skills:** Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PERSAL and BAS. Financial Management Skills, Communication skills, Conflict management skills, Report writing skills. Knowledge in computer applications and writing skills.

DUTIES : Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Processing of payments. Liaise with internal and external clients with matters concerning revenue and debt.

ENQUIRIES : Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST : **SUPPLY CHAIN CLERK (REF NO: LDARD 47/3/2024) (01 POST)**

SALARY : R 216, 417per annum (Level 05)
CENTRE : Waterberg District Office

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. **Knowledge, Competencies and skills:** Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PERSAL and BAS. Financial Management Skills, Communication skills, Conflict management skills, Report writing skills. Knowledge in computer applications and writing skills.

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<u>DUTIES</u>	:	Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Processing of payments. Liaise with internal and external clients with matters concerning revenue and debt.
<u>ENQUIRIES</u>	:	Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST</u>	:	<u>HUMAN RESOURCE CLERK (REF NO: LDARD 48/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R 216, 417 per annum (Level 05)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and skills: Knowledge of PERSAL System. Knowledge, Skills and Competencies: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
<u>DUTIES</u>	:	Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition on Overtime. Termination of service. Performance Management.
<u>ENQUIRIES</u>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<u>POST</u>	:	<u>HUMAN RESOURCE CLERK: HR PROVISIONING AND UTILIZATION (REF NO: LDARD 49/3/2024) (02 POSTS)</u>
<u>SALARY</u>	:	R 216, 417 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. Knowledge of PERSAL System. Knowledge, Competencies and Skills: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
<u>DUTIES</u>	:	Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Handle SMS/MMS packages.

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ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST : **ADMINISTRATIVE CLERK: (REF NO: LDARD 50/3/2024) (01 POST)**

SALARY : R 216, 417per annum (Level 05)
CENTRE : Madzivhandila College of Agriculture

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge of PERSAL System. **Knowledge, Competencies and Skills:** Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.

DUTIES : Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition on Overtime. Termination of service. Performance Management.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **ADMINISTRATIVE CLERK (03 POSTS)**

SALARY : R 216, 417per annum (Level 05)
CENTRE : Sekhukhune West (Ref No: LDARD 51/3/2024) (01 Post)
Makhado Laboratory (Ref No: LDARD 52/3/2024) (01 Post)
Capricorn East (Ref No: LDARD 53/3/2024) (01 Post)

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. **Knowledge, Competencies and Skills:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

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<u>ENQUIRIES</u>	:	Makhado Laboratory: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
<u>POST</u>	:	<u>SWITCHBOARD OPERATOR (02 POSTS)</u>
<u>SALARY</u>	:	R 183, 279 per annum (Level 04)
<u>CENTRE</u>	:	Vhembe District (Ref No: LDARD 54/3/2024) (01 Post) Waterberg District (Ref No: LDARD 55/3/2024) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.
<u>DUTIES</u>	:	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 authorised. Identify and report telephone faults to the supervisor.
<u>ENQUIRIES</u>	:	Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324 Vhembe District: Mammburu TD Tel No: (015) 963 2005 / Rathogwa MM Tel No: (015) 9632007
<u>POST</u>	:	<u>DRIVER / MESSENGER: FACILITIES AND RECORD MANAGEMENT (REF NO: LDARD 56/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R 183, 279 per annum (Level 04)
<u>CENTRE</u>	:	Capricorn District: Facilities and Record Management
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. A minimum of two (2) years' experience as a Messenger/Driver. A valid driver's license. Knowledge, Competencies and skills: Good communication skills. Ability to read and write. Interpersonal skills, communication skills, Writing skills, time management, conflict management.
<u>DUTIES</u>	:	Mail distribution. Collect mail and documents from and to the department. Collect and deliver correspondence / parcels for the district at various collection

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and distribution points. Provide a transport service for the District Office.
Maintenance of the vehicle.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

POST : **LABORATORY ASSISTANT (REF NO: LDARD 57/3/2024) (01 POST)**

SALARY : R 183, 279 per annum (Level 04)

CENTRE : Mokopane Laboratory

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. **Knowledge, Competencies, and skills:** Ability to read and write. Interpersonal skills, communication skills, Time management, conflict management. Ability to analyse data.

DUTIES : To render a support service to Technicians in the preparation of laboratory tests for analyses. Prepare samples for the determination of i.e. chemical residues, pH, EC, mycology etc. Perform routine analysis of samples under mentorship/supervision of senior personnel. Perform basic maintenance on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock. Perform administrative and related functions.

ENQUIRIES : Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015)294 3587

POST : **HANDYMAN: ENGINEERING, INFRASTRUCTURE & MAINTENANCE SERVICES (03 POSTS)**

SALARY : R155, 148 per annum (Level 03)

CENTRE : Capricorn District (Ref No: LDARD 58/3/2024) (01 post)

Vhembe District (Ref No: LDARD 59/3/2024) (01 post)

Tompoti Selekane College (Ref No: LDARD 60/3/2024) (01 post)

REQUIREMENTS : Grade 10 / ABET / AET or an appropriate N3 certificate in either Carpentry, Plumbing, Electrical, Masonry or equivalent appropriate qualification as recognised by SAQA. Minimum one (1) year experience in Construction and Maintenance of buildings and related infrastructure. **Knowledge, Competencies and Skills:** Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure

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		and maintenance tools will be an added advantage. Driver's licence will be an added advantage.
<u>DUTIES</u>	:	Maintenance of buildings, fittings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
<u>ENQUIRIES</u>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007
<u>POST</u>	:	<u>PHOTOCOPIER OPERATOR (REF NO: LDARD 61/3/2024) (01 POST)</u>
<u>SALARY</u>	:	R131, 265 per annum (Level 02)
<u>CENTRE</u>	:	Capricorn South
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Minimum one (1) year experience in Operating Photocopier Machine. Knowledge, Competencies and Skills: Knowledge of maintenance photocopier machine. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Operating of photocopy machine. Keeping record of copies made. Scanning of documents. Safekeeping and minor maintenance photocopier machine. Report defects.
<u>ENQUIRIES</u>	:	Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
<u>POST</u>	:	<u>FARM AID (06 POSTS)</u>
<u>SALARY</u>	:	R131, 265 per annum (Level 02)
<u>CENTRE</u>	:	Tompoti Selekale College of Agriculture (Ref No: LDARD 62/3/2024) (03 posts) Mara Research Centre (Ref No: LDARD 63/3/2024) (01 post). Towoomba Research Centre (Ref No: LDARD 64/3/2024) (02 posts).
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
<u>DUTIES</u>	:	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

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of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **CLEANER (06 POSTS)**

SALARY : R131, 265 per annum (Level 02)
CENTRE : Waterberg North Zone (Ref No: LDARD 65/3/2024) (01 post)
Sekhukhune West (Ref No: LDARD 66/3/2024) (02 posts)
Sekhukhune East (Ref No: LDARD 67/3/2024) (01 post)
Mopani East (Ref No: LDARD 68/3/2024) (01 post)
Mopani North (Ref No: LDARD 69/3/2024) (01 post)

REQUIREMENTS : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Extensive experience in a cleaning environment. **Knowledge, Competencies and Skills:** Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.

DUTIES : Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipments.

ENQUIRIES : Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST : **GENERAL WORKER (03 POSTS)**

SALARY : R131, 265 per annum (Level 02)

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<u>CENTRE</u>	:	Waterberg East Zone (REF NO: LDARD 70/3/2024) (01 post). Vhembe Central (REF NO: LDARD 71/3/2024) (01 post) Vhembe West (REF NO: LDARD 72/3/2024) (01 post)
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations 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.
<u>DUTIES</u>	:	Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.
<u>ENQUIRIES</u>	:	Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
<u>POST</u>	:	<u>GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (16 POSTS)</u>
<u>SALARY</u>	:	R131, 265 per annum (Level 02)
<u>CENTRE</u>	:	Mopani North (REF NO: LDARD 73/3/2024) (03 posts) Vhembe Central (REF NO: LDARD 74/3/2024) (01 post) Vhembe West (REF NO: LDARD 75/3/2024) (06 posts) Vhembe Far North (REF NO: LDARD 76/3/2024) (06 posts)
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge and experience in Security Services will be an added advantage. Knowledge, competencies, and skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Good interpersonal relations. Report writing.
<u>DUTIES</u>	:	To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate all product listed in (ii) above. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the

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redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Keep register for quarantined animals. Keep register for vehicle movement.

ENQUIRIES

: Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 / Ms. Nkuna NS Tel No: (015) 812 2275 and Hlungwani G Tel No: (015) 812 3210 / 18
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

POST

: **FIELD RANGER (REF NO: LDARD 77/3/2024) (01 POST)**

SALARY
CENTRE

: R131, 265 per annum (Level 02)
: Towoomba Research Centre

REQUIREMENTS

: Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Firearm competency and licence. Farm work experience and knowledge of various types of farm activities will be an added advantage. A valid driver's licence (with exception of people with disabilities) will be an added advantage. **Knowledge, competencies, and skills:** Basic literacy and numeracy. Able to read and write. Communication Skills. Report writing. Knowledge of security services. Firearm competency. Communication skills. Good interpersonal relation skills. Knowledge of Batho Pele Principles.

DUTIES

: Farm patrol. Arrest of poachers and trespassers. Searching and dismantling of snares. Searching for the missing animals. Crime prevention. Culling of animals and maintenance of farm infrastructures like fences. Guarding of farm assets and control of veld fires.

ENQUIRIES

: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587