



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Reference : S4/1
To : ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL
GOVERNMENT
ALL QUALIFYING APPLICANTS

SUBJECTS : ADVERTISEMENT OF VACANT POSTS

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 11 OF 2026.

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

APPLICATIONS : Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below addresses.

For Head office: Polokwane; Mara Research Station; Tompi Seleka College and Madzivhandila College: The Head of Department, Limpopo Department of 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.

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 Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.

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

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

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

CLOSING DATE

27 March 2026 at 16:00 (walk-in) and 00:00 (online)

NOTE

It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) 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 completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must 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

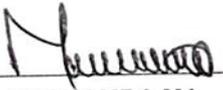
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an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). 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 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 subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment". 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

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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 upon appointment. Failure to comply with the above requirements will result in the disqualification of the application. 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. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made based on the Employment Equity Plan for the Department. Note: Due to austerity measures, 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 / www.limpopo.gov.za and Departmental social media.


MS. MASHAMBA MA
HEAD OF DEPARTMENT

2026/03/06
DATE

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- POST** : **DIRECTOR: HOD SUPPORT (REF NO: LDARD 1/3/2026) (01 POST)**
- SALARY** : R 1,266,714 per annum (Level 13), all-inclusive package.
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate (NQF level 7) qualification or equivalent qualification as recognised by SAQA. Minimum of 5 years of experience at a middle/senior managerial level. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. **KNOWLEDGE, COMPETENCIES, AND SKILLS:** Extensive knowledge and understanding of the legislative framework governing the Public Service. Extensive experience in office management and administration. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. **Core Competencies:** Strategic capability and leadership. People Management and empowerment, Programme and project management. Financial Management. Change and management. **Process competencies:** Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication. Willing to work under changing and difficult circumstances. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible.
- DUTIES** : Provide Executive Support to the office of the Head of Department (HOD). Provide leadership towards the realization of strategic goals and objectives to the component. Co-ordinate and provide administrative and secretarial support services to the HOD. Coordinate and monitor the implementation of governance structures. Ensure proper inter-departmental relations and special projects management. Departmental coordination, performance monitoring and reporting. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **CHIEF ENGINEER GRADE A (REF NO: LDARD 2/3/2026) (01 POST)**
- SALARY** : R 1 266 450 per annum (OSD), all-inclusive package.
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus and appropriate undergraduate qualification (NQF 7) in Engineering (B Eng/ BSC (Eng) or equivalent qualification as as recognised by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a

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- Professional Engineer. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:**
Technical: Programme and Project management. Engineering, legal and operational compliance. Engineering Operational communication. Process knowledge and skills. Maintenance skills. and knowledge. Mobile equipment operating skills. Engineering design and analysis. knowledge. Research and Development. Computer-aided Engineering applications. Creating high Performance culture. Technical Consulting. Engineering and Professional judgment. **Generic:** Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity Financial Management. Customer focus and Responsiveness. Communication. Computer skills. People Management. Planning and organising. Conflict Management. Negotiation skills. Change management
- DUTIES** : Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **DEPUTY DIRECTOR: COMMUNICATION SERVICES (MARKETING & EVENTS COMMUNICATION) (REF NO: LDARD 3/3/2026) (1 POST)**
- SALARY** : R 896,436 per annum (Level 11) all-inclusive package.
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF Level 6) in Communication/ Marketing / Media Studies / Strategic Brand Communication or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in communication service environment of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and in-depth knowledge of relevant prescripts and applications of communication services as well as understanding of the legislative framework governing the Public Service. People Management. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management skills. Policy analyzing skills. Report writing skills. Team player. Responsiveness. Professionalism. Supportive. Proactiveness. Willing to work under pressure.
- DUTIES** : Management of all departmental events. Manage internal and external marketing. Manage effective stakeholder, public participation and media

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relations for the department. Manage promotion of external corporate image. Manage and utilize resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES

Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST

DEPUTY DIRECTOR: RESEARCH CENTRE MANAGEMENT (REF NO: LDARD 4/3/2026) (01 POST)

SALARY

R 896,436 per annum (Level 11) all-inclusive package.

CENTRE

Mara Research Centre

REQUIREMENTS

Grade 12 plus appropriate NQF Level 06 qualification in Public Administration/ Public Management/ Business Management/Administration or equivalent qualification as recognised by SAQA. Minimum of 5 years appropriate experience which 3 years must have been at an Assistant Director level. (Administration in agricultural Sector will be an added advantage). Valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Extensive knowledge and understanding of legislation governing Public Service (e.g. Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Regulation), and those related to Agricultural Production and Natural Resource Management. Knowledge and/or experience in farming, agricultural and research management. Knowledge of supply chain management processes. Relevant experience and/or knowledge in management of agricultural institutions and/or farming sector. Knowledge Management, Client orientation and customer focus, Managerial skills, Negotiation Skills, Problem Solving, Planning & Organizing, Communication skills, Time management, Policy analysis and development, Coordination skills, Leadership skills. People Management and empowerment, Programme and project management, Financial Management, Change management. Personal attributes: Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances:

DUTIES

Develop and implement business plan of the Research Station in line with departmental policies and strategic objectives. Manage and coordinate the provision of farm facilities services. Provide effective management of administrative support services inclusive of sound financial administration, human resource administration, transformation services, office support and auxiliary services. Provide management and strategic

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support for provision of effective research and development. Building sound and sustainable relationships among all role players through liaison and co-ordination of meetings with all stakeholders. Manage and utilize resources (financial, human, & physical) in accordance with relevant prescripts.

ENQUIRIES

: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST

: DEPUTY DIRECTOR: RECORDS MANAGEMENT (REF NO: LDARD 5/3/2026) (1 POST)

SALARY

: R 896,436 per annum (Level 11) all-inclusive package.

CENTRE

: Head Office: Polokwane

REQUIREMENTS

: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Information Management/ Public Management/ Administration and Records Management or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in records management of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on records management. Proven extensive experience in: -records management practices. Thorough understanding of policy analysis and development. Communication. Teamwork. Planning and management. Managing performance. Project Management. Managing people. Presentation and Report Writing. Basic understanding of business systems analysis and process mapping. Professionalism. Loyalty. Flexibility. Honesty. Ethical.

DUTIES

: Provide records management services. Manage the updating of employee details on PERSAL in terms of National Minimum information Requirements (NMIR). Facilitate the approval; review; implementation and maintenance of File Plan; records management policies and manual. Coordinate and manage the implementation of the systematic disposal programme. Coordinate and manage records management inspections and support provided to directorates/sub directorates keeping files. Manage registry services in accordance with relevant policies and directives. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

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- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **DEPUTY DIRECTOR: CORPORATE SERVICES (REF NO: LDARD6/3/2026) (1 POST)**
- SALARY** : R 896,436 per annum (Level 11) all-inclusive package.
CENTRE : Mopani District
REQUIREMENTS : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Human Resource Management, Public Management/ Administration or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in human resource management of which 3 years must have been at an Assistant Director level. PERSAL Training Certificate/ Results. A valid driver's license (with the exception of people with disabilities).
KNOWLEDGE, COMPETENCIES AND SKILLS: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Basic Conditions of Employment Act. Experience of, and insight into legislation which impacts on corporate services. Proven extensive experience in: -corporate services practices. Thorough understanding of policy analysis and development. Leadership & Management skills. Interpersonal relations. Communications skills. Conflict management skills. Policy analyzing and interpretation skills. Report writing skills. Presentation skills. Innovative and creative thinker. Management principles. Labour Relations skills. Analytical thinker. Honest. Very Intelligent. Team player. Client focused HR strategist. Independent
- DUTIES** : Manage and provide all functions relating to corporate services at the district as per departmental strategic objectives. Management of Human Resource Services. Management of Human Resource Development Transformation Services. Management of Facilities and Record Management. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and Legislation.
- ENQUIRIES** : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
- POST** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES (REF NO: LDARD 7/3/2026) (1 POST)**
- SALARY** : R 896,436 per annum (Level 11) all-inclusive package.
CENTRE : Capricorn District

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- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Financial Management, Supply Chain Management or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in Financial Management of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Financial systems: PERSAL, BAS, CSD and LOGIS. Experience of and insight into legislation which impacts on financial management. Proven extensive experience in: - financial planning, budgeting, reporting, revenue, expenditure management, accounting, supply chain management and assets management. Thorough understanding of policy analysis and development. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis and development. Good Communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Client focused finance strategist. Action-oriented and results-driven.
- DUTIES** : Provide and ensure sound, effective, efficient and economical financial management services in the district. Manage Financial Planning, Budgeting and Reporting. Manage the Financial Revenue, Expenditure Management and Accounting. Manage the provision of supply chain management. Manage Asset and Inventory. Manage and utilise resources (Human and Physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610.
- POST** : **ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT (02 POSTS)**
- SALARY** : R 468,459 per annum (Level 09)
- CENTRE** : Mopani District (Ref No: LDARD 8/3/2026) (01 Post)
Capricorn District (Ref No: LDARD 9/3/2026) (01 Post)
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) qualification in Public Management / Record Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3

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- years relevant experience in Facilities and Record Management at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Management Knowledge. Policy interpretation, Knowledge of record management, Project Management, Leadership skills. Facility Management, Human Resource Management, Change Management, Communication skills and Computer literacy.
- DUTIES** : Facilitate the provision of records management, Facilitate registry, counter and messenger services. Facilitate facilities services. Manage and utilize resources (Human and Physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
- POST** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT SERVICES (REF NO: LDARD 10/3/2026) (01 POST)**
- SALARY** : R 468,459 per annum (Level 09)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Security and Risk Management, Security Management or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience Security management environment at a Supervisory level. Physical security certificate. PSIRA grade B. Firearm Certificates. A valid driver's license (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Protection of information Act, Protection of Personal information Act, Labour Relations Act, Access control Act, Promotion of Access to Information Act, Criminal procedure Act. Experience of, and insight into legislation which impacts on security management. Financial Management. People management. Problem solving. Good communication skills. Facilitation skills. Leadership skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment.
- DUTIES** : Provide security management services. Monitor and safeguard information security measures. Coordinate and conduct personnel security: vetting.

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- Facilitate information security threat assessment. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **ASSISTANT DIRECTOR: SHERQ & SPECIAL PROGRAMMES (REF NO: LDARD 11/3/2026) (01 POST)**
- SALARY** : R 468,459 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Safety / Human Science or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in SHERQ and Special programmes at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on SHERQ & Special programmes. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Policy analysing skills. Report writing skills. Team player. Responsiveness. Professionalism. Supportive. Proactiveness. Willing to work under pressure.
- DUTIES** : Provide safety, health, environment, risk and quality (SHERQ) and special programmes services. Promote occupational health and safety and ensure a safe working environment. Facilitate interventions that minimise risks and promote quality management. Facilitate Gender and Disability mainstreaming programmes. Promote rights for children, elderly and youth programmes. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and Legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & INFORMATION (REF NO: LDARD 12/3/2026) (01 POST)**
- SALARY** : R 468,459 per annum (Level 09)
CENTRE : Head Office: Polokwane

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- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management, Public Management or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in Human Resource Planning at a Supervisory level. PERSAL Training Certificate/Results. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Computer Literacy. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Interpersonal skills. Teamwork skills. Attention to details. Enthusiasm and personal drive. Initiative. Management and organizational skills. Willingness to learn. Leadership Skills.
- DUTIES** : Coordinate the development and Review of Human Resource Plan. Coordinate the conducting of Human Resource Assessment. Coordinate the development and implementation of Employment Equity Plan. Coordinate Employee satisfaction survey and Exit interviews. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and Legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **ASSISTANT DIRECTOR: HUMAN RESOURCE TRAINING & DEVELOPMENT (REF NO: LDARD 13/3/2026) (01 POST)**
- SALARY** : R 468,459 per annum (Level 09)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management/ Development or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience Human Resource Development at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Competent knowledge in computer applications and writing skills. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on human resource development. Negotiation Skills. People Management. Financial Management. Solving. Planning & Organizing.

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- Time Management. Strategic Planning. Policy Analysis and Development. Good Communication Skills. Group dynamics. Diversity. Management. Facilitation Skills. Co-ordination Skills. Leadership Skills. Change and Knowledge Management. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team Player.
- DUTIES** : Coordinate provision human resource training and development services. Coordinate and facilitate skills programmes. Coordinate the implementation of Learnership/RPL, Internships, Experiential and AET programs. Administer bursaries. Provide induction and orientation program. Supervise employees to ensure effective human resource training and development and undertake all administrative functions.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **ASSISTANT DIRECTOR: PERFORMANCE MONITORING AND EVALUATION (REF NO: LDARD 14/3/2026) (01 POST)**
- SALARY** : R 468,459 per annum (Level 09)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management / Administration or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in Performance monitoring and evaluation environment at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills; Facilitation skills. Presentation skills. Coordination skills. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances.
- DUTIES** : Provide performance monitoring and evaluation services. Develop performance information plan. Facilitation of performance information. Monitoring of programmes performance. Monitoring and verification of projects. Facilitate performance and projects evaluation. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

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ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST : **SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING (REF NO: LDARD 15/3/2026) (01 POST)**

SALARY : R 397,116 per annum (Level 08)

CENTRE : Vhembe District

REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Accounting/ Financial Accounting / Financial Management or equivalent qualification as recognized by SAQA. 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:** Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on financial management. Proven extensive experience in: - financial budgeting, reporting, revenue, expenditure, and accounting management. People Management Financial Management. Problem Solving. Planning & organizing Time Management. Good Communication skills; Diversity management; Facilitation skills; Co-ordination skills.

DUTIES: Provide financial budgeting management services. Provide financial revenue and expenditure management services. Facilitate the provision of financial accounting Compile reports. Supervise employees to ensure effective financial and management accounting services and undertake all administrative functions.

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

POST : **SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT (REF NO: LDARD 16/3/2026) (01 POST)**

SALARY : R 397,116 per annum (Level 08)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Financial Management / Financial Accounting or related field or an equivalent qualification as recognized by SAQA. Minimum of 2 years of experience in expenditure management environment. Experience in salary administration will be an added advantage. A valid driver's license (except for persons with disabilities). **KNOWLEDGE, COMPETENCIES,**

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AND SKILLS: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Extensive knowledge of PERSAL in relation to Salary Administration (PERSAL Certificate). Knowledge of the following: BAS, PERSAL, DORA, Treasury Regulations, Transversal policies. Action-oriented and results driven. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Thorough understanding of policy analysis and co-ordination. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Group dynamics. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances

DUTIES:

Provide salary administration. Process salary related claims in PERSAL and BAS. Monitor disbursements. Monitor safe keeping of documents and distribution of correspondences. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES

: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST

: **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES (REF NO: LDARD 17/3/2026) (01 POST)**

SALARY

: R 397,116 per annum (Level 08)

CENTRE

: Vhembe District

REQUIREMENTS

: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management /Human Resource Development / Public Management/Administration or equivalent qualification as recognised by SAQA. Minimum of 02 years' experience in Human Resource Services environment. PERSAL Certificate/Results. **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of PERSAL system. Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills.

DUTIES

: Provide human resource provisioning. Provide conditions of service. Provide human resource planning. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

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

POST : **SENIOR PERSONNEL PRACTITIONER: HRD & TRANSFORMATION (REF NO: LDARD 18/3/2026) (01 POST)**

SALARY : R 397,116 per annum (Level 08)

CENTRE : Sekhukhune District

REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management / Administration, and Human Resource Management qualification or equivalent qualification as recognised by SAQA. Minimum of 02 years' experience in HRD and Transformation environment.
KNOWLEDGE, COMPETENCIES AND SKILLS: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Understanding of COIDA. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills. Responsiveness. Pro activeness. Accuracy. Independent. Cooperative. Supportive. Flexibility. Willing to work under changing and difficult circumstances. Planning and execution. Teamwork.

DUTIES : Provide Human Resource Development. Provide Performance Management Development System (PMDS). Provide Employee Health and Wellness Programmes. Provide service delivery improvement. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Laka MA, Ms. Lepulana SL or Ms. Mphahlele RS Tel No: (015) 632 7000

POST : **ARTISAN FOREMAN GRADE A (REF NO: LDARD 19/3/2026) (1 POST)**

SALARY : R 382,047 per annum (OSD)

CENTRE : Madzivhandila College

REQUIREMENTS : Grade 12 plus an appropriate N3 Certificate and Trade Test Certificate in Plumbing. Five years post qualification experience as an Artisan. A valid driver's licence (with the exception of people with disabilities).
KNOWLEDGE, COMPETENCIES AND SKILLS: Technical: Team leadership. Technical analysis knowledge. Computer-aided Applications. Knowledge of legal compliance. Technical report. Writing. Production, Process. knowledge and skills. **Generic:** Problem solving and Analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management.

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- Customer focus and Responsiveness. Communication. Computer skills. Planning and organizing. Conflict Management.
- DUTIES** : Perform and/or supervise technical design, production, operation and maintenance services. Perform administrative and related function. Human and Capital Resource Management. Maintain and advance expertise.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: ANIMAL NUTRITION AND PRODUCT QUALITY (REF NO: LDARD 20/3/2026) (01 POST)**
- SALARY** : R 391,671 per annum (OSD)
- CENTRE** : Mara Research Centre
- REQUIREMENTS** : Grade 12 plus an appropriate qualification (NQF Level 6) in Science or relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. A valid driver's licence (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS: Technical Competencies:** Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. **Generic competencies:** Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.
- DUTIES** : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, 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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- POST** : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: BREEDING & REPRODUCTIVE PHYSIOLOGY (REF NO: LDARD 21/3/2026) (01 POST)**
- SALARY** : R 391,671 per annum (OSD)
- CENTRE** : Mara Research Centre
- REQUIREMENTS** : Grade 12 plus an appropriate qualification (NQF Level 6) in Science or relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. A valid driver's licence (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS: Technical Competencies:** Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. **Generic competencies:** Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.
- DUTIES** : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, 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** : **PERSONNEL PRACTITIONER: HR PROVISIONING AND UTILISATION (REF NO: LDARD 22/3/2026) (01 POST)**
- SALARY** : R 325,101per annum (Level 07)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management, Public Management/ Administration. Minimum of 2 years' experience in HRM environment. Certificate/Results in PERSAL Training. **KNOWLEDGE, COMPETENCIES, AND SKILLS:**

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Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Interpersonal skills. Teamwork skills. Attention to details. Enthusiasm and personal drive. Take Initiatives. Management and organizational skills. Computer Literacy.

DUTIES : Provide administrative support on the development of recruitment plan. Provide recruitment and selection processes. Provide transfers and translations. Facilitate packages for SMS and MMS restructured.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST : **ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT (REF NO: LDARD 23/3/2026) (01 POST)**

SALARY : R 325,101per annum (Level 07)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Security Management or equivalent qualification as recognised by SAQA. Minimum of 2 years working experience/knowledge in Security Management environment. Compulsory Registration with Private Security Industry Regulatory Authority (PSIRA). PSIRA Grade B certificate. Valid Firearm Competency certificate. **KNOWLEDGE, COMPETENCIES, AND SKILLS:** Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Knowledge of Physical and information security. Knowledge of CCTV cameras. Knowledge of fire Arm. Knowledge of Public Finance Management Act (PMFA). Physical security skills. Record keeping skills. Investigation skills. Firearm skills. Problem solving skills. Communication skills. CCTV camera skills. Report writing skills. Presentation skills. Conflict Management skills. Policy analysing skills. Computer skills.

DUTIES : Conduct Physical Security. Conduct Information Security. Monitor Compliance to Security Contracts. Conduct Security Audit and threat Risk Assessment.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

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POST : ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION SERVICES (02 POSTS)

SALARY : R 325 101 per annum (Level 07)

CENTRE : Vhembe District (Ref No: LDARD 24/3/2026) (01 Post)
Waterberg District (Ref No: LDARD 25/3/2026) (01 Post)

REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management/Administration, and Human Resource Development/Management, Management of Training qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in HRD and Transformation environment. A valid driver's licence (with exception of people with disabilities). **KNOWLEDGE, SKILLS AND COMPETENCIES:** Knowledge of relevant prescripts and applications of Employee Health and Wellness programmes, HRD & SDI as well as understanding of the legislative framework governing the Public Service. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills.

DUTIES : Render Human Resource Development. Render Performance Management Development System (PMDS). Render employee wellness. Render Safety, Health, Environment, Risk and Quality. Render Special Programmes. Render Service Delivery Improvement Service.

ENQUIRIES : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077

POST : ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 26/3/2026) (01 POST)

SALARY : R 325 101 per annum (Level 07)

CENTRE : Vhembe District

REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management / Assets Management, Logistics Management or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Asset Management environment. **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning &

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organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Ability to work in a highly pressured environment.

DUTIES : Provide asset and inventory management services. Maintenance of assets. Conduct physical asset verification. Facilitate asset disposal process. Render stores and warehousing services. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and legislation.

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

POST : **REGISTRY CLERK: PERSONNEL RECORDS (REF NO: LDARD 27/3/2026) (01 POST)**

SALARY : R 228,321 per annum (Level 05)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate / Qualification in Public Management/ Administration and Records Management or related fields will be an added advantage. Exposure in the field will be an added advantage. **KNOWLEDGE, COMPETENCIES AND SKILL:** Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.

DUTIES : Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Process documents for archiving and/ disposal.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST : **HR CLERK: CONDITIONS OF SERVICE (REF NO: LDARD 28/3/2026) (01 POST)**

SALARY : R228 321 per annum (Level 05)

CENTRE : Head Office: Polokwane

REQUIREMENT : Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM or related fields will

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be an added advantage. Exposure in the field will be an added advantage.

KNOWLEDGE, COMPETENCIES AND SKILLS: Knowledge of Human Resource policies, legislation, and practices, as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Understanding of human resource administration practices. Report writing skills. Good communication skills (verbal and written). Computer literacy. Good organizing skills, problem-solving abilities, client orientation, accuracy, and attention to detail.

DUTIES : Render effective administrative support in processing service terminations. Administer the leave management process, including the implementation of the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Process leave gratuities and discounting. Administer service benefits. Administer pension withdrawal processes. Ensure the effective and efficient utilisation of resources.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST : **ADMINISTRATIVE CLERK: STORES (SUPPLY CHAIN & ASSET MANAGEMENT) (REF NO: LDARD 29/3/2026) (01 POST)**

SALARY : R228 321 per annum (Level 05)

CENTRE : Mopani District

REQUIREMENTS : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualification in Asset Management / Supply Chain Management or related fields will be an added advantage. Exposure in the field will be an added advantage. **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. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organization.

DUTIES : Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.

ENQUIRIES : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

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POST : ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT SERVICES (02 POSTS)

SALARY : R228 321 per annum (Level 05)

CENTRE : Mopani North (Ref No: LDARD 30/3/2026) (01 Post)

Mopani West (Ref No: LDARD 31/3/2026) (01 Post)

REQUIREMENT : Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognised by SAQA. Certificate / Qualification in Administration / Public Management / Transport Management / Administration will be an added advantage. Exposure in the field will be an added advantage. **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. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organizational skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.

ENQUIRIES : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

POST : DRIVER/MESSENGER (REF NO: LDARD 32/3/2026) (01 POST)

SALARY : R 193,359 per annum (Level 04)

CENTRE : Mopani West

REQUIREMENTS : Grade 10 / AET/ ABET or equivalent appropriate qualification as recognised by SAQA. Seven 7 -12 months driving experience. A valid driver's license as well as a Professional Driving Permit (PDP). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city (ies) / district in which the functions will be performed.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and

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- prescribed records and logs-books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.
- ENQUIRIES** : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
- POST** : **WATER ENGINE OPERATOR (REF NO: LDARD 33/3/2026) (01 POST)**
- SALARY** : R 163,680 per annum (Level 03)
- CENTRE** : Mara Research Centre
- REQUIREMENTS** : Grade 10 / AET/ ABET or equivalent appropriate qualification as recognised by SAQA. A valid driver's licence (with exception of people with disabilities). **KNOWLEDGE, COMPETENCIES AND SKILLS:** Knowledge of operating machinery. Problem Solving Skills. Time Management. Communication Skills. First Aider.
- DUTIES** : Monitor water pumping equipment and treatment system. Ensure safe and efficient water distribution. Operate and maintain farm water machinery. Routine inspection of water reservoir. Maintenance of livestock water supply infrastructure.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST** : **HANDYMAN (REF NO: LDARD 34/3/2026) (01 POST)**
- SALARY** : R 163,680 per annum (Level 03)
- CENTRE** : Capricorn District
- REQUIREMENTS** : ABET Level 04 or equivalent appropriate qualification as recognised by SAQA. **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 and maintenance tools will be an added advantage. Driver's licence will be an added advantage
- DUTIES** : Maintenance of building 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.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610.

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<u>POST</u>	:	<u>GENERAL WORKER (03 POSTS)</u>
<u>SALARY</u>	:	R 138,486 per annum (Level 02)
<u>CENTRE</u>	:	Mopani East (Ref No: LDARD 35/3/2026) (01 Post) Turfloop Fish Hatchery: Aquaculture and Game (Ref No: LDARD 36/3/2026) (01 Post) Madzivhandila College: (Ref No: LDARD 37/3/2026) (01 Post)
<u>REQUIREMENTS</u>	:	ABET/ AET level 2 or equivalent appropriate 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>	:	Perform general assistant work. 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>	:	Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189. Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610. Madzivhandila College: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.