

ANNEXURE "A"



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. 28 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;

For Head office: Polokwane, Mara Research Centre and Towoomba Research Centre and Madzivhandila College of Agriculture: 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: Lebowakgomo.

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: Lebowakgomo.

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.

CLOSING DATE : 19 July 2024 @ 16H00

ANNEXURE "A"

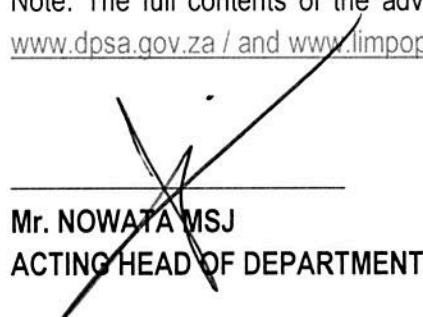
NOTE

: 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 for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative

ANNEXURE "A"

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 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 informed by the Employment Equity Plan of 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 / and www.limpopo.gov.za


Mr. NOWATA MSJ
ACTING HEAD OF DEPARTMENT

19/06/2024
DATE

ANNEXURE "A"

POST : **DIRECTOR:SCM AND ASSET MANAGEMENT (REF NO: LDARD 1/5/2024)**
(01 POST)

SALARY : R1,216,824 per annum (Level 13), all-inclusive package to be structured in terms of applicable rules and guidelines.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate undergraduate/ Bachelor's degree (NQF level 7) in Accounting / Financial/ Supply Chain Management or related equivalent qualification as recognized by SAQA.A Minimum of 5 years' experience at a Middle/ Senior Managerial level in Supply Chain and Asset Management. A driver's license (with the exception of people with disabilities). Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. **Knowledge, competencies and skills:** Extensive knowledge and understanding of the legislative framework governing the Public Service, i.e. SCM Policies, Process and practices, PFMA, Treasury Regulations, BBBEE, PPPFA, Division of Revenue Act, etc. Ability to integrate economic analysis with spending allocations. Proven skills in LOGIS management. Willing to work under changing and difficult circumstances. **Core and Process Competencies:** Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change and management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication.

DUTIES : To manage and facilitate the provision of Supply Chain and Asset Management Services. Provide demand management services. Provide acquisition management services, provide purchasing management services, provide contract and performance management services. Manage fleet (transport)services. Provide asset and inventory management services. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : 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 : **DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES (REF NO: LDARD 2/5/2024) (01 POST)**

SALARY : R 1 003,890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Vhembe Far North

REQUIREMENTS : Grade 12 plus NQF level 6 Qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant

ANNEXURE "A"

working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Agriculture Operations. Valid driver's licence (with exception of people with disabilities). **Knowledge, skills and competencies:** Proven management competencies. Competent knowledge in computer applications and writing skills. Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.

DUTIES

: Overall management of Agro Ecological Zone and activities. Manage provision of extension services. Manage the provision of information to farmers in relation to agriculture. Facilitate access of services to farmers. Mobilization and linkages of farmers, communities and other stakeholders. Manage the identification and need analysis for agricultural enterprise. Manage crop and animal production services. Manage provision of Rural Development facilitation and support services. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resources. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse Agro-economic conditions of the Agro Ecological Zone for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Agro Ecological Zone. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councilors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer.

ENQUIRIES

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

POST

: **DEPUTY DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (REF NO: LDARD 3/5/2024) (1 POST)**

SALARY

: R 1 003,890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Vhembe District Office

REQUIREMENTS

: Grade 12 plus an appropriate qualification NQF 7 level in Agriculture / Community Development or equivalent qualification as recognized by SAQA. A minimum of 3-5 years proven experience in community facilitation at Assistant Director level. A valid driver's licence (with exception of persons with

ANNEXURE "A"

disabilities). Knowledge, Skills and Competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Extensive knowledge of Land & Agrarian Reform Policies. Ability to source and analyze information. Organisational Communication Effectiveness. Problem Analysis. Self-Management. Budgeting and Financial Management. Customer Focus and Responsiveness. Developing Others. Planning and Organising skills. Problem Solving and Decision-Making. Project Management. Team Leadership.

DUTIES

: To provide Coordination and facilitation of Rural Development Strategy in the Province. Facilitate stakeholder engagement for Post settlement support. Facilitate and coordinate Agri Parks initiatives. Coordinate District Development Models (DDM). Facilitate Koba Tlala & Production Brigade. Facilitate Military Veterans. Coordinate all CRDP projects with DALRRD.

ENQUIRIES

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

POST

: **DEPUTY DIRECTOR: RESEARCH CENTRE MANAGEMENT (02 POSTS)**

SALARY

: R 849,702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Mara Research Centre (REF NO: LDARD 4/5/2024) (01 post)
Towoomba Research Centre (REF NO: LDARD 5/5/2024) (01 post)

REQUIREMENTS

: Grade 12 plus appropriate NQF Level 06 qualification in Public Administration/ Public Management/ Business Management/Administration or equivalent as recognised by SAQA. A minimum of 3-5 years appropriate experience in junior or middle management (Administration in agricultural Sector will be an added advantage). Valid driver's licence (Code B) (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 institution and/or farming sector. Knowledge Management, Client orientation and customer focus, Skills: 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;

ANNEXURE "A"

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 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. 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

: **STATE VETERINARIAN (REF NO: LDARD 6/5/2024) (1 POST)**

SALARY

: R 849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Sekhukhune East

REQUIREMENTS

: Grade 12 plus an appropriate NQF level 8 qualification in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA and current registration with the South African Veterinary Council and 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.

DUTIES

: Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.

ENQUIRIES

: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST

: **ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (REF NO: LDARD 7/5/2024) (1 POST)**

ANNEXURE "A"

<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Waterberg 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>	:	Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST</u>	:	<u>CONTROL AGRICULTURAL RESOURCE TECHNICIAN (REF NO: LDARD 8/5/2024) (1 POST)</u>
<u>SALARY</u>	:	R552,081 per annum (Level 10)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 in Agriculture/Natural Resource Management or Environmental Science as recognised by SAQA. Project management will be an added advantage. A minimum of 5 years relevant experience post the qualification in Agriculture/Natural Resource Management/Environment. A valid driver's license. Knowledge, Skills and

ANNEXURE "A"

Competencies: Computer literacy and MS Project Management. Report writing skills. EPWP reporting system. Understanding of government service delivery environment, teamwork, PFMA and LRA, Community Development, IDP, PGDS, CASP, LandCare and conflict resolution reform. Computer literacy will be tested. Knowledge of EPWP policy, development / land use planning experience.

DUTIES

: Coordination of LandCare Services. Facilitate and coordinate the transfer of technology on sustainable soil systems such as Conservation Agriculture. Support the planning and implementation of soil conservation service. Preparation of budget, demand management, contract management and compilation of technical reports. Coordinate the provision of mechanical service. Manage external service providers. Manage and coordinate projects in compliance with national policies and provincial objectives. Participate in multi-disciplinary teams.

ENQUIRIES

: 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: WELLNESS MANAGEMENT (REF NO: LDARD 9/5/2024) (1 POST)**

SALARY

: R444,036 per annum (Level 09)

CENTRE

: Head Office: Polokwane

REQUIREMENTS

: Grade 12 plus an appropriate qualification NQF Level 8 in Social Work/ Clinical Psychology. Current 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 Wellness Management 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, Public Service Regulations and EAPA SA Standards. Thorough knowledge and 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.

DUTIES

: Develop strategies to ensure the overall physical wellness of employees. Provide Psycho-Social Wellness services. Coordinate Organisational Wellness

ANNEXURE "A"

programmes. Promote and monitor work-life balance programmes. Monitor the utilisation of Wellness Centre. Compile analysis reports.

ENQUIRIES

: 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: FACILITIES AND RECORD MANAGEMENT (REF NO: LDARD 10/5/2024) (1 POST)**

SALARY

: R444,036 per annum (Level 09)

CENTRE

: Capricorn District: Corporate Service

REQUIREMENTS

: Relevant tertiary qualification with NQF 6 in Public Management, HRM, Record Management or equivalent appropriate relevant tertiary qualification as recognised by SAQA. 3-5 years relevant experience in Facilities and Record Management. A valid driver's licence (with exception of people with disabilities). **Knowledge, Skills and Competencies:** 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

: Provide general records management, Provide Human Resource records management, Render registry and messenger services, Render logistical support services and Render facility management.

ENQUIRIES

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

POST

: **ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING (REF NO: LDARD 11/5/2024) (1 POST)**

SALARY

: R444,036 per annum (Level 09)

CENTRE

: Waterberg District

REQUIREMENTS

: Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Financial Management/ Auditing/Accounting etc. as recognized by SAQA. A minimum of 3-5 years' experience in Supervisory/Junior management position in Financial and Management Accounting. Computer literacy. A valid driver's licence (with exception of people with disabilities). **Knowledge, Skills and Competencies:** 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, Treasury Regulations and Division of Revenue Act. Experience of, and insight into legislation which impacts on financial management, Proven extensive experience in: - financial planning, budgeting, reporting, revenue, expenditure and accounting management and Financial

ANNEXURE "A"

systems (BAS, LOGIS and PERSAL). Thorough understanding of policy analysis. People Management skills. Financial Management skills. Problem Solving skills. Planning & organizing skills. Time Management skills. Policy analysis. Good Communication skills. Diversity management. Facilitation skills. Co-ordination skills.

DUTIES

: Provide financial and management accounting. Facilitate the financial planning, budgeting and reporting. Provide expenditure management services. Facilitate revenue and debts management services. Supervise employees to ensure an effective financial and management accounting services. Undertake all administrative functions.

ENQUIRIES

: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324

POST

: **AGRICULTURAL ADVISOR (04 POSTS)**

SALARY

: R376,413 per annum (Level 08)

CENTRE

: Capricorn Northwestern (REF NO: LDARD 12/5/2024) (01 post)
Vhembe Central (REF NO: LDARD 13/5/2024) (03 post)

REQUIREMENTS

: Grade 12 plus an appropriate 4-year degree/B Tech in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year relevant experience. Registration with a professional body (e.g. SACNASP) is compulsory. A valid driver's licence (with exception of people with disabilities). **Knowledge, Skills and Competencies:** Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, 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.

DUTIES

: To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days,

ANNEXURE "A"

demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subjects' matter like crop production. Establish networks and linkages with all stakeholders, keep relevant databases up to date, such as famers' database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care.

ENQUIRIES

: Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST

: **AGRICULTURAL ADVISOR (05 POSTS)**
(Twelve months fixed term contract)

SALARY CENTRE

: R376,413 per annum (Level 08), including 37% in lieu of benefits
: Vhembe Central (REF NO: LDARD 14/5/2024 (02 posts)
Vhembe Far North (REF NO: LDARD 15/5/2024 (01 post)
Waterberg South Central (REF NO: LDARD 16/5/2024 (01 post)
Waterberg North (REF NO: LDARD 17/5/2024 (01 post)

REQUIREMENTS

: Grade 12 plus an appropriate 4-year degree/B Tech in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year relevant experience. Registration with a professional body (e.g. SACNASP) is compulsory. A valid driver's licence (with exception of people with disabilities). **Knowledge, Skills and Competencies:** Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, 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.

DUTIES

: To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area.

ANNEXURE "A"

Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subject matter like crop production. Establish networks and linkages with all stakeholders, keep relevant database up to date, such as famers' database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care.

ENQUIRIES

: Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.

POST

: **ANIMAL HEALTH TECHNICIAN (02 POSTS)**

SALARY

: R376,413 per annum (Level 08)

CENTRE

: Sekhukhune East (REF NO: LDARD 18/5/2024) (01 post)
Mopani West (REF NO: LDARD 19/5/2024) (01 post)

REQUIREMENTS

: Grade 12 plus an appropriate NQF level 6 qualification in Animal Health or equivalent qualification as recognised by SAQA. A paid-up 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.

DUTIES

: 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

ANNEXURE "A"

disease control, reproduction and production advancement, sample collection and law enforcement.

ENQUIRIES

: Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

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

POST

: **COMMUNICATION OFFICER (REF NO: LDARD 20/5/2024) (01 POST)**

SALARY

: R376,413 per annum (Level 08)

CENTRE

: Head Office: Polokwane

REQUIREMENTS

Grade 12 plus an appropriate NQF level 6 or equivalent qualification as recognised by SAQA. At least three (03) years of experience in communication environment on social media applications. A valid drivers license (with exception of people with disabilities). Passion and proven work experience as Social Media Manager. Knowledge, Competencies and skills: Knowledge awareness of current news trends. Excellent writing, editing and proofreading skills. Ability to package content for social media use. Training in social media use will be an added advantage. Knowledge of communication principles, techniques and tools. Problem and Analysis. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines.

DUTIES

: Develop and manage all social media platforms of the Department Design and implement social media strategy to align with Departmental campaigns and programmes. Communicate with followers and respond to queries in a timely manner. Write, edit, and distribute various types of content, including material for website update. Design and produce internal and external newsletters for the department. Develop and maintain working relationships media outlets. Develop and maintain a database of media organizations houses. Draft and issue media advisories. Establish departmental podcast. Coordinate projects or campaigns with Public and Private Institutions. Coordinate the implementation of the departmental communication plan, management of branding and exhibitions of all departmental events.

ENQUIRIES

: Ms. Mtswene PV Tel No: (015)294 Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015)294 3587

POST

: **ADMINISTRATIVE OFFICER: PME (REF NO: LDARD 21/5/2024) (01 POST)**

SALARY

: R308,154 per annum (Level 07)

CENTRE

: Head Office: Polokwane

ANNEXURE "A"

<u>REQUIREMENTS</u>	:	Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management 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
<u>DUTIES</u>	:	Authenticate Performance Information. Monitor Programmes Performance. Monitor Projects. Evaluate Projects. Verification Of Projects.
<u>ENQUIRIES</u>	:	Ms. Mtswene PV Tel No: (015)294 Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015)294 3587
<u>POST</u>	:	<u>ADMINISTRATIVE OFFICER: FACILITY AND RECORD MANAGEMENT (REF NO: LDARD 22/5/2024) (01 POST)</u>
<u>SALARY</u>	:	R 308 154 per annum (Level 07)
<u>CENTRE</u>	:	Mopani District Office
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/Management Assistant Qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three years' experience in administration with a valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and software. Knowledge of working procedure in terms of the working government. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Act as the point of contact between offices and internal/external stakeholders. Prepare reports, presentations, and other documents for the office as required. Administer transport and regular services to ensure effective and efficient service delivery in the district. Administer proper office accommodation for the staff for effective and efficient service delivery. Administer photocopying services to promote productivity. Administer human resources and keep assets register up to date. Manage the day-to-day operations of the office, including scheduling meetings, organizing files and handling correspondence.
<u>ENQUIRIES</u>	:	Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST</u>	:	<u>ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT SERVICES (REF NO: LDARD 23/5/2024) (01 POST)</u>

ANNEXURE "A"

<u>SALARY</u>	:	R 308 154 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF level 6 in Public Management/ Administration / Facilities Management/Human Resource Management/Property Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three years' experience in administration. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of working procedure in terms of the working government. Knowledge of the PFMA. & Treasury Regulations. Knowledge of Batho Pele Principles. Strong organizational skills. Communication skills. Interpersonal skills. Managerial functions. Problem-solving skills. Customer service skills. Computer proficiency. Report writing skills.
<u>DUTIES</u>	:	Provide administrative support for infrastructure maintenance. Coordinate infrastructure major and minor projects. keeping custody of office building. Coordinate the day-to-day maintenance of facilities. Coordinate the building inspections. Provide the OHS support and implementation of recommendations. Ensure that specifications are scrutinized in consultation with PDPWRI. Monitor onsite contractors. Liaise with stakeholders. Ensure the availability of facility maintenance equipment's and materials. Provide administrative support for property leases and acquisition. Process payment of rentals and municipality. Provide supervisory support for Facilities Management (Cleaning and hygiene, reception). Adhere to all relevant legislation and procedures within facilities management. Supervise subordinates.
<u>ENQUIRIES</u>	:	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>ARTISAN PRODUCTION GRADE A (REF NO: LDARD 24/5/2024) (01 POST)</u>
<u>SALARY</u>	:	R230,898 per annum, OSD
<u>CENTRE:</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required/needed. A valid driver's licence (with exception of people with disabilities). Skills and Knowledge: Knowledge of relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical analysis. 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. Core and Process Competencies: People

ANNEXURE "A"

Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

<u>DUTIES</u>	:	Perform services and repairs to roads related plant and equipment. Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until it is warm. 228 Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cords after competing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Layout. Check condition of warn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.
<u>ENQUIRIES</u>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST</u>	:	<u>REGISTRY CLERK: FACILITIES AND RECORDS MANAGEMENT (REF NO: LDARD 25/5/2024) (01 POST)</u>
<u>SALARY</u>	:	R216,417 per annum (Level 05)
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications as recognised by SAQA. Knowledge, Competencies and skills: knowledge of National Archive Act, MISS and other related Legislations. Computer literacy. Communication skills. Interpersonal relations skills. Flexibility. Teamwork. Planning and organising.
<u>DUTIES</u>	:	Managing of incoming and outgoing mail/ correspondences Opening new files and numbering of correspondence before filing. Operating franking machine. Closing of files in line with applicable standards. Ensure collection of mail. maintain departmental file plan, monitor movement of files, effective flow of information, administration of registry office.
<u>ENQUIRIES</u>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.

<u>POST</u>	:	<u>HR CLERK: HUMAN RESOURCE SERVICES (REF NO: LDARD 26/5/2024) (01 POST)</u>
<u>SALARY</u>	:	R216,417 per annum (Level 05)
<u>CENTRE</u>	:	Waterberg District Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognized 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>	:	Mr. Matjiu SK (014) 717 4949 or Ms. Kekana MR Tell (014) 717 2523.
<u>POST</u>	:	<u>SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT (REF NO: LDARD 27/5/2024) (1 POST)</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Vhembe District Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognized by SAQA. Knowledge, Competencies and skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.
<u>DUTIES</u>	:	To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

ANNEXURE "A"

POST : **TRANSPORT CLERK: FLEET MANAGEMENT (REF NO: LDARD 28/5/2024)**
(1 POST)

SALARY : R216 417 per annum (Level 05)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 or equivalent qualification in Public management, Logistics or Transport management as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Fleet Maintenance. Thorough knowledge and understanding of Fleet Management and Policies Reading and writing. Good communication skills. Ability to work abnormal hours and independently. Ability to plan and organize. Good customer care.

DUTIES : To ensure record management for Transport Service. Interaction with district offices for vehicles profiles and allocation of vehicles. Interact with service providers, officials for licensing and inspection on new vehicles. Loading of turndowns with service providers and allocation of gg vehicles. Conducts GG motor vehicle inspection. Keeping and updating of gg vehicles register.

ENQUIRIES : 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: FINANCIAL MANAGEMENT (REF NO: LDARD 29/05/2024) (1 POST)**

SALARY : R216 417 per annum (Level 05)

CENTRE : Head Office: Polokwane.

REQUIREMENTS : A grade 12 certificate or equivalent. National Diploma in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. **Knowledge, Skills and Competencies:** 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.

ANNEXURE "A"

<u>POST</u>	:	<u>ANIMAL HEALTH ASSISTANT (REF NO: LDARD 30/05/2024) (01 POST)</u>
<u>SALARY</u>	:	R183,279 per annum (Level 04)
<u>CENTRE</u>	:	Vhembe Far North
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognized by SAQA. 02 years' experience in the Animal Health field. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.
<u>DUTIES</u>	:	Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
<u>POST</u>	:	<u>FARM AID (REF NO: LDARD 31/5/2024) (01 POST)</u>
<u>SALARY</u>	:	R131,265 per annum (Level 02)
<u>CENTRE</u>	:	Madzivhandila College of Agriculture: Lwamondo Farm
<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 of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.
<u>ENQUIRIES</u>	:	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>GENERAL WORKER: ADMINISTRATION SUPPORT SERVICES (03 POSTS)</u>
<u>SALARY</u>	:	R131,265 per annum (Level 02)
<u>CENTRE</u>	:	Capricorn South (REF NO: LDARD 32/5/2024) (01 post)

ANNEXURE "A"

Mopani North (REF NO: LDARD 33/5/2024) (02 posts)	
<u>REQUIREMENTS</u>	: Grade 10/ABET/AET Level 4 or equivalent qualification. Basic numeracy. Knowledge, Competencies and Skills: 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>	: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619 Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275.
<u>POST</u>	: <u>GENERAL WORKER: FACILITIES AND RECORD MANAGEMENT (REF NO: LDARD 34/5/2024) (01 POST)</u>
<u>SALARY</u>	: R131,265 per annum (Level 02)
<u>CENTRE</u>	: Vhembe District
<u>REQUIREMENTS</u>	: Grade 10/ABET/AET Level 4 or equivalent qualification. Basic numeracy. Knowledge, Competencies and Skills: 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>	: 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 (REF NO: LDARD 35/5/2024) (03 POSTS)</u>
<u>SALARY</u>	: R131,265 per annum (Level 02)
<u>CENTRE</u>	: Vhembe District

ANNEXURE "A"

- REQUIREMENTS** : Grade 10/ABET/AET level 2 or equivalent qualification. **Knowledge, competencies, and skills:** Basic literacy and numeracy. Able to read and write. Knowledge of security services. Communication Skills. Good interpersonal relations. Report writing.
- DUTIES** : 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 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** : Mamburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007