

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	27 October 2023 at 16:00
<u>NOTE</u>	:	<p>The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future.</p> <p>ERRATUM: The position of Chief Environmental Specialist with Ref No: 3/2/1/2023/618 for the Directorate: Disaster Technical Tools and Systems: Limpopo (Polokwane) that was advertised in Public Service Vacancy Circular 34 dated 22 September 2023 has reference. The positions of Chief Environmental Specialist with Ref No: 3/2/1/2023/618 has been withdrawn. The Department apologies for any inconvenience caused.</p>

OTHER POSTS

<u>POST 37/01</u>	:	<u>DEPUTY DIRECTOR: PLANT PRODUCTION REF NO: 3/2/1/2023/636</u> Directorate: Plant Production
<u>SALARY</u>	:	R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicant must be in possession of Grade 12 Certificate and a National Diploma/Bachelor's Degree in Agricultural Science majoring in Plant Production / Agronomy / Horticulture. Minimum of 3 years junior management experience. Job related knowledge: Knowledge of policy development. Public Service Act. Public Service Regulations. Knowledge and understanding of monitoring systems / mechanisms. In debt knowledge of agronomic and

horticultural crops. Job related skills: Creative, strategic and innovative thinking skills. High level of planning, implementation, monitoring and evaluation skills. People management and empowerment skills. Service delivery innovation skills, Policy development and analysis skills. Monitoring and research skills. Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Problem solving skills. Facilitation and coordination skills. Computer skills. Willingness to work long hours to travel extensively. Overtime work will be required. Field work. A valid driver's license and willingness to travel.

DUTIES

: Manage the development and implementation of policies, programmes and strategy to support and improve sustainable plant production practices. Identify key challenges facing the plant production sector. Formulate strategic outputs as per the organizational strategies and priority programmes of the Department and the needs of the sector. Develop policies for addressing the challenges of the sector. Oversee the development and implementation of strategies, programmes, schemes, norms and standards on plant production. Coordinate the setting of standards, operating procedures and quality assurance for strategies, programmes and schemes developed. Monitor the efficient implementation and monitoring of policies and programmes. Provide strategic leadership in relation to plant production at national, provincial and local government levels. Manage the development of information material. Conduct needs analysis on the information requirements of different categories of farmers. Identify changes in current and emerging information affecting the plant production sector and report accordingly. Facilitate and coordinate the development of production guidelines, brochures, posters and articles with regard to ornamental crops production. Evaluate the quality and relevance of developed information material. Facilitate the accessibility and dissemination of developed information material to relevant stakeholders and clients. Coordinate and facilitate awareness raising and information dissemination sessions to the sector. Maintenance of database on plant production information material. Manage the render of technical support and advisory services to relevant stakeholders. Provide technical advice on the production of grains, fruits, industrial crops, vegetables, indigenous crops and ornamental plants. Provide technical support to key stakeholders (Provincial Departments of Agriculture (PDAs), farmers, commodity organizations, departmental programmes). Liaison with stakeholders in the plant production sector. Liaise with stakeholders, strategic partners, producer organizations, scientific bodies, academia and research institutions and other spheres of government (Local, Provincial and other National Departments through relevant fora, the National Sector Working Groups as well as the Interdepartmental Working Groups. Represent the department on national and international forums. Establish and strengthen partnerships with relevant role players regarding the implementation of plant production policies, strategies and programmes. Manage the resources of the sub-directorate (Physical, Human and Financial). Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

**ENQUIRIES
APPLICATIONS**

: Mr J Mahlabe Tel No: (012) 319 6079
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

NOTE

: Coloured, Indian and White Males, and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 37/02

: **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2023/657**
 Directorate: District Office

SALARY

: R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Eastern Cape (Chris Hani District)
 : Applicant must be in possession of Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management.

Minimum of 3 years' relevant junior management experience. Job related knowledge: Land Reform: Provision of and Assistance Act 126 of 1993 as amended. Labour Tenants Act 3 of 1996. Restitution of Land Rights Act 22 of 1994. Extension Security of Tenure Act 62 of 1997 as amended. State Land and Disposal Policy. Beneficiary Selection and Land Allocation Policy. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication skills (verbal and written). Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management skills. Project management skills. Interpersonal relations skills. A driver's license and willingness to travel.

- DUTIES** : Coordinate the acquisition of strategically located land aligned to the National Imperatives. Provide support to District Offices on the identification and acquisition of strategically located land suitable for acquisition by the State. Maintain and update project register of all suitable land acquisition for the State. Facilitate mapping and overlaying of the identified land with key commodities. Manage the assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Provide support on land acquisition approval process through relevant structures. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Facilitate the selection of suitable candidates and allocation of land. Ensure quality assurance and information management services between District, Provincial and National offices. Ensure that the land allocation process is compliant to the Beneficiary Section Policy. Coordinate the selection process of beneficiaries for land allocation. Coordinate land allocation process through relevant approval structures. Facilitate proper handover of allocated land to Property Management. Provide land acquisition support services across districts including District Land Committees. Support land acquisition procedures within relevant policy and programme guidelines. Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Ensure coordination of the transfer and registration process. Facilitate the appointment of Conveyancers. Facilitate signing of the deed of sale. Facilitate the signing of expedition letters. Facilitate the processing of payments.
- ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200
- NOTE** : African. Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 37/03** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 3/21/2023/651**
Office of The Deputy Director General: Corporate Support Services
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years junior management experience in administration environment. Job related knowledge: Knowledge of supply chain management process. Knowledge of government systems and structure. Public Service regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFMA). Knowledge on the Departmental Transversal System (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS)). Job related skills: Planning and organising skills. Analytical skills. Documents management skills. Office management skills. Financial management skills. Interpersonal skills. Computer skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). A valid driver's licence. Willing to travel and / or irregular hours. Ability to work under pressure.
- DUTIES** : Manage the coordinate of official management services. Ensure sufficient budget for expenditure incurred. Certify correctness of invoice. Compile

budget inputs. Ensure Medium Term Expenditure Framework (MTEF) processes are adhere to. Ensure that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Manage the administrative support services. Coordinate the development / review of operational / strategic plan. Oversees logistical arrangements. Manage office accommodation. Manage registry services. Compile reports. Attend to queries from Internal Audit. Provided secretariat support services. oversee the drafting of minutes and signing off where are applicable. Manage the procurement of goods and services. Manage the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on Supply Chain Management (SCM) relate matters. Manage safekeeping, utilization and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Manage compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as Public Finance Management Act (PFMA), Procurement, Human Resource (HR), Transport and Record Management policies. Develop administrative policies, procedures and provide inputs for policy development. Manage the coordination of human resource support services. Manage all training requirement and activities. Manage the component equity plan and ensure vacancies are filled accordingly. Manage recruitment process. Manage leave record. Ensure that quarterly and annual Employment Performance Management and Development Systems (EPMDS) evaluation for the component are done.

**ENQUIRIES
APPLICATIONS**

: Ms K Kgang Tel No: (012) 312 9461
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

NOTE

: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 37/04

: **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/653**
 Directorate: Cooperatives and Enterprise Development

SALARY

: R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years junior management experience in cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills, Leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting. A valid driver's licence. Willingness to travel.

DUTIES

: Manage the identification, establishment and development support of cooperatives. Coordinate and manage needs assessments as well as scoping and auditing of cooperatives. Manage and maintain the organised primary cooperatives into secondary cooperatives. Coordinate and manage liaison with commodity associations and other stakeholders for data collection, to create and maintain primary, secondary and tertiary cooperatives database. Engage organs of the state, private sector and building partnerships. Direct and manage development of business plans and funding requests. Contribute to the development of a monitoring tool and strategy for cooperatives. Manage the establishment / cooperatives, setting up of internal / cooperatives governance drafting of constitution and facilitates training in adherence and compliance with the co-operatives Act No 14 of 2005. Manage provision of support to new and existing cooperatives (facilitates pre-establishment, constitution, registration, training and monitoring). Direct and manage

facilitation on training of governance issues of cooperatives and business management. Coordinate identification and support of the development enterprise operational and compliance system. Coordinate and collate identified training needs and develop training plans for cooperatives. Manage partnership agreements and / or agreements. Coordinate and consolidate reports on provided templates. Ensure market opportunities are identified for co-operative development in the Department. Manage identification of local, national and international markets for cooperatives. Manage processes to assist cooperatives to get marketing tools for their business through Small Enterprise Development Agency (SEDA). Manage processes to assist cooperatives to get export certificate to sell their products. Manage the development of co-operative financing institution (CFIs) towards the formation of cooperative bank. Direct and manage organisation of workshop for cooperatives on understanding functioning of the cooperative's financial intuitions. Direct and coordinate savings and credit workshops for the cooperatives to develop culture of saving. Ensure registration and manage compliance with the cooperatives financial institution (CFI). Manage development and support of agro processing, rural enterprises and industries. Direct and coordinate processes of business plan development in liaison with stakeholders including SEDA. Manage the packing of development support to small and medium scale Agro processing Projects. Coordinate technical training needs assessments and engagement of training institutions. Coordinate and manage provision of technical training on production, processing and mechanisation operations to rural enterprises and industries.

- ENQUIRIES** : Ms P Ledwaba Tel No: (012) 337 3657
- APPLICATIONS** : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 37/05** : **DEPUTY DIRECTOR: MONITORING REF NO: 3/2/1/2023/656**
Directorate: Monitoring
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicant must be in possession of Grade 12 Certificate and a Bachelor's Degree in Agricultural Science / Agricultural Economics / Land Administration / Auditing / Business Management / Statistics / Development Studies / Public / Business Administration. Minimum of 3 years junior management experience in monitoring and evaluation, exposure to strategic planning, programme and project preferably in Agriculture, Land Reform and Rural Development environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. Department of Planning, Monitoring and Evaluation (DPME) regulations. Performance auditing. Project and programme management. Quality improvement. Ability to customize and package information to user requirements. Job related skills: Computer literacy. Research skills. Interpersonal skills. Presentation skills. Analytical skills. Problem solving skills. Project management skills. A driver's license and willingness to travel and work irregular hours.
- DUTIES** : Develop, maintain and manage institutional monitoring tools and guidelines for departmental performance against strategic plans and annual performance plans. Research and study best practices in monitoring and reporting and adapt it to departmental environment. Develop, support implementation and maintain strategies, systems, guidelines, standard operating procedures and templates for Institutional monitoring and reporting of performance. Review and evaluate application of developed institutional monitoring tools to ensure continuous relevance. Provide capacity building and technical support on development of Institutional performance monitoring and reporting tools. Monitor and report on implementation of strategic plans and Annual Performance Plans (APPs) of the Department. Use monitoring performance lessons to support improvement of departmental strategic and annual performance plans development. Manage and support application and

adherence to institutional monitoring and reporting requirements. Monitor departmental progress in the implementation of strategic and APPs implementation. Compile performance reports against strategic plans and annual performance plans and administer feedback system. Provide and present performance about strategic plans and annual performance plans to management structures and government oversight structures. Develop and manage performance verification and validation system. Develop, apply and maintain performance verification and validation system. Conduct verification and validation of planned and reported performance against strategic plans and annual performance plans. Manage process of feedback on verification and validation outcomes to management for improved performance. Develop and apply processes and systems for evidence management. Support functionality of the departmental administrative performance management systems. Interpret and support understanding, application and development of internal systems and processes for managing implementation of strategic plans and annual performance plans. Participate, support and provide monitoring and reporting guidance to strengthen functionality of operational and management structures for efficient performance. Coordinate and assist in the development of administrative data collection for base line future reviews. Provide capacity building and guidance on strategies to manage overall performance. Participate and support internal processes for performance reviews and improvements. Coordinate and manage auditing of departmental performance against predetermined objectives. Develop institutional performance management system that satisfies audit requirements. Create an awareness and promote understanding of audit requirements in the Department. Coordinate the process of auditing performance of departmental predetermined objectives. Participate and provide performance monitoring leadership and guidance in structures dealing with performance auditing. Promote synergy between auditing and institutional monitoring requirements. Use performance auditing lessons for improvement of departmental performance.

- ENQUIRIES** : Mr D Phuthi Tel No: (012) 312 8059
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : Coloured, Indian and White Males, and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 37/06** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2023/654**
Directorate: Plant Health
- SALARY** : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and BSc Degree or BSc (Honours) with Plant Pathology or Plant / Crop Protection as a major. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (Shortlisted applicants are to submit proof of Professional registration of their application for registration with the professional body on the day of the interview process). Minimum of 3 years relevant experience in conducting pest risk analysis or in a related field to the area of studies. Job related knowledge: Extensive knowledge and understanding of viral, viroid, bacterial, phytoplasmic and fungal pests taxonomy, epidemiology, biology, pest mitigation / control programmes. Departmental structures and management processes and administration processes. International agreements, conventions, bilateral agreements. "Batho Pele" principles. Phytosanitary legislation and regulations. Legislation interpretation and drafting. National and international trade. Relevant industry structures (clients). Applicable phytosanitary norms and standards, national and international. Scientific methodology. Import, export requirements and programs. Work related policies and procedures. Financial legislation, policies, procedures and the provisioning administrative system. Personnel management, disciplinary code and personnel evaluation system. Good ability to work with standard computer software. Meeting procedures and negotiating skills. Strong problem-solving techniques. Job related skills: Excellent communication skills (written and verbal), Excellent insight into the

drafting and application of legislation, Excellent scientific interpretation capabilities, Excellent planning and organisational abilities, Good interpersonal relations skills, Strong ability to take own initiative, Strong scientific interpretation abilities. Accuracy, thoroughness and timeously Excellent driving skills, Strong problem solving and decision-making abilities. Excellent administrative and organisation abilities. Strong strategic planning and resource utilization abilities as well as evaluation abilities. Integrity and discretion. Excellent typing abilities. Excellent ability to conduct scientific interpretations. Excellent ability to conduct scientific decision making. Strong foresight and initiative. Effective communication. Strong ability to work in a team. Strong ability to work under pressure. Excellent record keeping ability. Must be very creative. Must have strong research capabilities. Strong scientific compilation and editing ability. A driver's license and willingness to travel.

DUTIES : To perform scientific analysis and regulatory functions. Develop a pest list. Pest risk assessment. Identification and selection of appropriate risk management options. Draft phytosanitary import requirements / phytosanitary workplans. Evaluate technical information related to pest lists and phytosanitary import requirements / phytosanitary workplans and finalize them. Evaluate and finalize outsourced Pest Risk Assessments. Develop and implement methodologies, policies, systems and procedures. Monitor and evaluate existing import requirements. Manage / process interceptions and Notices of Noncompliance (NONC). Communication with stakeholders, clients, research institutes, relevant experts, etc. on technical issues. Participation in information sessions / workshops / conferences / meetings with regard to phytosanitary matters. Bilateral / Multilateral engagement attended / inputs provided. Perform scientific functions that requires interpretation in the absence of an established framework. Human capital development. Supervise scientific work and processes. Mentor, train and develop others to promote skills / knowledge transfer and adherence of sound scientific principles. Research and development. Conduct literature review for pest risk analysis. Professional development to keep up with new technology and procedures. Liaise with relevant bodies / councils on science-related matters. Publish and present research findings.

ENQUIRIES : Mr R Mahlakoana Tel No: (012) 319 6325
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 37/07 : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2023/655**
 Directorate: Plant Health

SALARY : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and BSc Agric in Plant Pathology, Nematology, Entomology, Crop Protection, Horticulture or related field of study (related Honours Degree). Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (Shortlisted applicants are to submit proof of Professional registration of their application for registration with the professional body on the day of the interview process). Minimum of 3 years of experience working in the agricultural / crop protection scientific environment. Job related knowledge: Prescripts within the International Plant Protection convention and the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures. Plant health legislation and related phytosanitary policy. Statutory and legislative activities in field of application. Relevant industry structures (clients). Applicable phytosanitary norms and standards, national and international. Scientific methodology. Usage of appropriate computer software. Departmental structures and management processes. Computer literacy. Administration and Human Resource Management processes. "Batho Pele" principles. Knowledge of legal compliances. Job related skills: Scientific methodologies and models, Scientific interpretation, Computer skills, Legal compliances skills, Scientific writing skills, Policy development analysis skills, Presentation skills, Mentoring

<u>DUTIES</u>	:	skills, Creating high performance culture, Programme and project management skills, Competence in technical field of application and Procedural application. A driver's license and willingness to travel.
	:	Develop and implement methodologies, policies, systems and procedures in order to maintain and improve an effective plant health regulatory system (Import, national and export control). Identify, analyse, evaluate and consolidate scientific and technical information to develop plant health policies and legislation in accordance with national and international prescripts. Identify, analyse, evaluate and consolidate all technical and / or scientific Standard Operating Procedures within specific Division in accordance with International Standards for Phytosanitary Measures as well as other science-based information. To identify gaps in the existing policies legislation and propose appropriate amendments which are based on science (surveillance and pest risk assessment). Establish and maintain effective scientific communication and channels regarding legislation, policy, norms and standards and other relevant information. Monitor and evaluate the effectiveness of the implementation of phytosanitary measures and / or conduct policy audits to ensure that pest management is in compliance with plant health measures and international standards and to evaluate current running systems. Develop and provide scientific awareness on the phytosanitary measures. Prepare scientific presentations (oral or poster). To perform scientific analysis and regulatory functions. Analyse and evaluate scientific information and any other proposals in relation to phytosanitary measures. Interpret scientific information (phytosanitary measures) and provide scientific, technical and / or legal advice to the relevant stakeholders. Represent the Directorate and Division in various scientific forums. Research and development. Conduct scientific literature search including other scientific measures from other country and provide scientific proposals or recommendation on the existing phytosanitary measures. Draft audit report with regard to the implementation of the phytosanitary measures to ensure effective. Human capital development. Provide effective mentorship and training of junior official within the division. Developed training manual regarding the phytosanitary measures.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Rambauli Tel No: (012) 319 6164
	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 37/08</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL LAND CLAIMS COMMISSIONER</u> <u>REF NO: 3/2/1/2023/652</u> Office of The Regional Land Claims Commissioner
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree in Office Management/Management / Public Administration/Public Management/Information Management/Sciences. Minimum of 3 years' working experience in the relevant environment. Job related knowledge: Knowledge of Restitution Process. Knowledge of legal Standard Operating Procedure (SOP) processes associated with legal processes. Knowledge of Total Quality Management. Project management principles. Knowledge management. Knowledge of records and information management. Job related skills: Community engagement protocols. Negotiation skills. Communication skills (verbal and written). Computer literacy. Strategic engagement skills. Record keeping and recording skills. Problem solving skills. Administrative skills. Time management skills. Project management skills. Planning and organising skills. A valid driver's licence.
<u>DUTIES</u>	:	Provide administrative support in the office of the Regional Land Claims Commissioner (RLCC) on all submissions and other correspondence from provinces, lawyers, public protector and claimants. Record incoming and outgoing submissions and memoranda. Verify that submissions and memoranda were vetted. Capture all approved Rule 3 and Rule 5 on a spreadsheet. Assist in the collection of baseline data (Offers, Research and Agreements). Provide assistance with tracking progress on prioritised

response and tasks with unit managers and allocated provinces. Coordinate and compile reports, presentations on behalf of the RLCC, within the prescribed timeframes. Administer responses and provide regular feedback and update to internal and external clients on the status of matters raised with the office of the RLCC. Vet responses and feedback for RLCC consideration. Track progress of submissions. Assist in process of analysing and interpreting information received from various sectors and regions. Provide advice to the office of RLCC on all outstanding prioritised tasks. Draft and produce various memoranda relevant to RLCC's Office. Update and administer offers to landowners and financial compensation to beneficiaries. Capture and circulate all approved land purchase offers and financial compensation offers on a spreadsheet. Provide required management reports. Provide Performance Monitoring reports. Liaise with relevant parties to assemble information required to compile reports expected from the office of the RLCC. Produce monthly, quarterly and annual reports on land purchases, financial compensation offers and research reports. Produce required management reports. Prepare and draft correspondence on behalf of the RLCC.

- ENQUIRIES** : Mr LH Maphutha Tel No: (012) 407 4407
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 37/09** : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: 3/2/1/2023/660**
Directorate: Internal Communications Services
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Graphic Design / Fine Arts / Publication Management / Journalism Desktop Publishing (NQF Level 6). Minimum of 3 years' experience in Print Production environment. Job related knowledge: Organisational and Supervisory ability. The ability to assist in drafting communication strategies and action plans. Knowledge of the Communication and technology development. Sound interpersonal and presentation ability. Job related skills: Computer literacy. Communication skills (verbal and written) Interpersonal skills. Presentation skills. Analytical skills. Problem solving skills. Project management skills. A valid driver's licence.
- DUTIES** : Provide product layout and design services. Develop creative design concepts in line with the departmental corporate identity. Do layout of all publications, brand and marketing items e.g. annual report, strategic plan, annual performance plan, pamphlets, programmes, posters, banners etc. Deliver as per project plan (schedule) Assist with procurement of production services print material. Develop specifications. Follow up with administration regarding the order numbers. Communicate with service providers once the order has been created. Coordinate workflow of production items. Provide weekly status report on current items. Follow up with service providers regarding the production of items. Prepare documents for sign off. Schedule the publication and production of print items. Prepare project planning per publication e.g. annual report, strategic plan, annual performance plan. Support internal programme with print production. Ensure delivery of internal print production e.g. last-minute departmental programmes for events, workshops and internal printing.
- ENQUIRIES** : Ms D Samaai Tel No: (012) 312 8292
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 37/10 : **SENIOR INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**
SUPPORT OFFICER REF NO: 3/2/1/2023/649
Directorate: ICT Service Management

SALARY : R359 517 per annum (Level 08)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS :

Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology (IT). Minimum of 2 years of Service Desk experience in IT service support / delivery environment supporting both hardware and software (1st level support). Sound understanding of Novell, Microsoft Active Directory, Dynamic Host Configuration Protocol (DHCP) applications. Experience in technical support environment. Job related knowledge: Information Technology Infrastructure Library (ITIL) working practices. Advanced competency and experience in personal computing (desktop, laptops, printers, scanners) Working knowledge of Microsoft Windows XP, Windows 7 / 10 and Office 365. Working knowledge of Microsoft Office 2003, 2007, 2010, 2016. Working knowledge of Novell Client. Working knowledge of IT services desk systems e.g. Information Technology Service Management (ITSM) Remedy, HEAT, Service Desk Plus etc. Working knowledge of networks (Local Area Network (LAN) / Wide Area Network (WAN) and network equipment i.e. switches. Job related skills: Basic projects management skills. User and client orientation. Problem solving and decision-making skills. Time management skills. Broad knowledge of IT products, services and technology. Ability to communicate at all levels. Ability to work across organisational and professional boundaries. Excellent communication skills (verbal and written). Excellent interpersonal skills / telephone manner. High level of interpersonal skills, including active listening and understanding. Good organisational skills and ability to priorities workloads. Work to tight deadline / services and terminology. Follow-up and follow-through. Proactive. Self-Motivated. Patient. Innovative and Flexible.

DUTIES : Provide IT 1st line support to all end users. Respond to incoming calls, e-mails and calls logged on Information Technology Service Management (ITSM) system regarding desktop computer, laptops iPad and cell phone problems. Maintain excellent verbal communication with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Diagnose and resolve software and hardware incidents, including operating systems across a range of software applications. Assist all our users with any Logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible, escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Resolve incidents in accordance with the agreed processes on a daily basis, must ensure the processes defined for the environment are compiled with. Troubleshoot hardware, software and network operating system. Install and configure new IT equipment. Perform Personal Computer (PC) installations, software installation and maintenance, security maintenance (devices and software), remote access services and installation of patches on manual basis. Develop and follow test plans for compatibility testing for hardware and software analysis and evaluation and assessment of computer equipment and if necessary, formatting of such equipment with information. Support and ensure availability of emails services, internet services, application services on workstations and availability of connection transversal mainframe system. Resolve incidents and upgrade different types of software and hardware (printers, copiers and scanners). Escalation incidents through automated escalation tool based on service levels and manual escalation based on incident monitoring and tracking activities. Perform fault resolution, incidents resolution and analyse them for prioritization and trends. Proficient at analysing and documenting customer request requirements and problem symptoms to make recommendations and implement moves, add-ons, changes and maintenance of desktop equipment. Identify and correct or advise on operational issues in client computer systems. Ensure proactive detection of incidents through available tools i.e. monitoring, events and alerts. Troubleshoot all technology issues. Maintain a first-class level of customer service ensuring that all customer are treated efficiently and in an appropriate manner. Maintain log and / or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current

and potential resources and services. Ability to plan, organise and implement desktop solutions. Ability to oversee workstation administration as well as repair of faults and problems on associated equipment. Pro-active monitoring and reporting of Local Area Network (LAN) and hardware problems. Ensure full compliance on the ICT governance, policies, processes, standards, procedures while executing his work. Report all identified risk to the Team Leader. Educate users about ICT policies such as password policy, email policy, internet policy, desktop policy etc. Implement operational guidelines for ICT standards, norms, best practices and procedures in line with national policy. Provide orientation to new users of existing, policies and technology. Ensure a secure environment by installation and updating of antivirus software. Ensure security measures are met and policies are adhered and Workshop ICT Policies.

- ENQUIRIES** : Mr. A Arendse Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 37/11** : **SENIOR CADASTRAL OFFICER REF NO: 3/2/1/2023/658**
Directorate: Maintenance and Cadastral Spatial Information Services
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate. Minimum of 3 years geomatics post qualification experience in a geomatics / cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems software and fundamentals. Knowledge of Surveyor-General's office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job Related skills: Analysing skills. Report writing skills. Interpersonal skills. Communication skills (verbal and written). Computer skills. Presentation skills. Good organising skills. A Valid driver's licence.
- DUTIES** : Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey database through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawals or cancelation of cadastral documents upon lawful instructions. Deduct, cancel and endorse cadastral documents with registered land parcel, lease or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designation of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geo-spatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and land reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any of spatial overlaps prior approval. Add data, update and maintain accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculations principles and other legitimate sources of data to improve

the quality of land parcels boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

ENQUIRIES : Ms Z Zwane Tel No: (012) 337 3770
APPLICATIONS : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.

NOTE : African, Coloured and Indian Males and Indian Females and Persons with disabilities are encouraged to apply.

POST 37/12 : **FARM FOREMAN REF NO: 3/2/1/2023/650**
Directorate: Inspection Services

SALARY : R202 233 per annum (Level 05)
CENTRE : North West (Buffelspoort)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant experience required. A valid driver's licence (Code B). Job related knowledge: Knowledge of applicable farming methods. Job related skills: Supervisory skills. Communication skills (verbal and written). Computer skills. Basic financial management skills. Management skills. Knowledge of project planning. Willingness to work extended hours.

DUTIES : Oversee the execution of routine activities in respect of crop production which would inter alia include the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, ploughing, etc. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Daily tending of crops / orchards / vineyards e.g. pruning, weeding etc. Oversee the execution of routine activities in respect of livestock which would inter alia include the following: Care for sick livestock. Dipping, vaccination and dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering and culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds. Feeding, milking, and cleaning of water troughs for livestock. Oversee the execution of general routine activities which would inter alia include the following: Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Care for equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading / off loading. Oversee the execution of general routine activities in respect of infrastructure which would include inter alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, building etc. Maintain windmills and water supply system. Perform all administrative and related functions which would include inter alia the following: Reports on activities as required. Secure storage of farm assets. Give inputs for operational planning. Supervise personnel. Assist at farmers days and comply with the Public Service prescripts and departmental policies.

ENQUIRIES : Mr T. Pongolo Tel No: (021) 809 1640
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

NOTE : African, Indian and White Males and African Females and Persons with disabilities are encouraged to apply.