ANNEXURE A

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 25 November 2022 at 16:00

NOTE : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest 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 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). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates 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 Department of Public Service and Administration (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 tools. 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. 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.

MANAGEMENT ECHELON

POST 43/01 : **DIRECTOR: NATIONAL EXTENTION REFORM REF NO: 3/2/1/2022/639**
Directorate: National Extention Reform

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Agricultural Science majoring in Agricultural Extension / Agricultural Economics or Development Studies (NQF Level 7). Minimum 5 years' experience at middle / senior managerial level in the extension and advisory services environment. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and Labour Relations Act. Understanding of Government's vision, priorities and priorities outcome. Understanding of relevant prescripts including Public Service management prescripts as well as legislation that governs skills development. Awareness of existing policies and an understanding of the integrated nature of extension support services and the need for managing intergovernmental relations in this regard. Knowledge and understanding of the White Paper on the transformation of the Public Service (Batho Pele). Job-related skills: Financial management skills, Strategic capability and leadership skills, Programme and Project management skills, Knowledge management skills, Service delivery innovation skills, Problem solving and analysis skills, People management and empowerment skills, Client orientation and Customer focus skills, Communication skills (verbal and written), Honesty and Integrity. Change Management. A valid driver's licence and willingness to work additional and extended hours. Willingness to travel.

DUTIES : Coordinate and manage the development of a regulatory framework for national extension support services. Co-ordinate and manage the review and development of National extension services, policies and guidelines. Facilitate the identification of policy areas and policy inputs to guide the improvement of national extension and advisory services. Co-ordinate and manage the development and implementation of norms and standards for service providers and extension practitioners in the provinces. Co-ordinate and manage the development and implementation of norms and standards for national extension and advisory services. Design a quality assurance system for monitoring and evaluation of the implementation of National policies and guidelines for extension support services. Conduct research to identify alternative regulatory mechanisms for extension and advisory services. Establish and promote strategic alliances with key stakeholders in respect of extension and advisory services policies, norms and standards for agriculture, land reform and rural development sector. Provide technical advice and support on national extension policies, strategies and programmes. Co-ordinate the provision of administrative support for the maintenance of policies, norms and standards. Monitor and enforce compliance with the national extension services regulatory framework. Co-ordinate and manage the review and development of a system for managing the performance of extension practitioners as well as service providers. Monitor the level of provincial compliance against norms, standards and policy requirements. Provide direct support to provincial departments in respect of compliance requirements and trends. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statuary directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources. Co-ordinate and facilitate the establishment of institutional mechanisms for implementation and monitoring of policies, norms and standards in extension and advisory services. Facilitate the establishment of regulatory structures and

forums. Co-ordinate activities of the relevant regulatory structures and forums for national extension support services. Manage the implementation of a framework for assessing the effectiveness and efficiency of extension and advisory services institutional mechanism in the sector. Monitor and evaluate the functioning on various institutional mechanisms and their impact on the delivery of extension and advisory services in the sector. Generate relevant reports on the implementation of extension and advisory services policies/norms and standards/and relevant frameworks.

ENQUIRIES : Mr B Msomi Tel No: (012) 319 6446

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

OTHER POSTS

POST 43/02 : **SCIENTIST MANAGER (GRADE A – B) REF NO: 3/2/1/2022/646**
Directorate: Plant Health

SALARY : R912 048 – R1 704 492 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 a Master of Science (MSc) or relevant qualification in Plant Pathology, Nematology, Entomology. (NQF Level 9). A valid driver's licence. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration if shortlisted). Minimum of 6 years post qualification natural scientific experience. Job related knowledge: International agreements, conventions and bilateral agreements. National and International trade. Pest Risk Analysis. Plant pest surveillance and response. Pest eradication and control. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies and procedures and other legal compliance. Provisioning Administrative System, policies and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use of software) and scientific applications. Auditing procedures. Relevant industries structures. Programme and project management. Research and development. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development analysis. Scientific presentation. Mentoring. Job related skills: Strategic capability and leadership skills, Decision making skills, Team leadership skills, Creativity skills, Financial management skills, Customer focus and responsiveness skills, Communication skills (verbal and written), Computer literacy, Networking skills, Planning, organising and execution skills, Conflict management skills. People management skills, Change management skills, Problem solving analysis skills, Ability to communicate well and interact with people at different levels. Planning skills, Management and organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, listening skills, Report writing. The ability to drive. Willingness to travel and work irregular hours.

DUTIES : Ensure the development and implementation of policies, systems and procedures. Develop and maintain Early Warning System (EWS), scientific standards and standard operating procedures (SOPS), service levels according to organizational objectives. Conduct policy audits to monitor and ensure pest management is in compliance with national and international plant health measures and standards and organizational goals. Visit Inspection Services (IS) Inspectors and other role players to audit running surveillance and pest control actions to ensure or amend viability. Update protocols and plans against newest available information. Ensure the development of training material (presentations / manuals) with regard to the execution of early warning

systems for specific pests. Facilitation of innovative proposals in relation to EWS. Review and recommend or approve specific scientific projects for the division. Provide strategic leadership and direction. Align projects to organizational strategies. Provide support and advice to industry and stakeholders. Develop and maintain relationships and collaborations. Coordinate early warning systems operational procedures and actions through colleagues of the Directorate: Inspection Services (DIS), Directorate: Food Import and Export Standards (DFIES) and other role players. Arrange, chair and attend pest specific or commodity specific steering committees, workshops and meetings with current and future role players to enhance role player participation and pest awareness of current projects. Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks. Manage and ensure that pest-initiated pant health risk assessments (PRA), surveillance and pest control are conducted, on international accepted standards. Coordinate PRA processes and priorities. Evaluate draft pest import conditions and work programs. Evaluate and / or audit import regulatory systems. Provide regulatory advice and inputs to draft legislation pertaining to plant health and biosecurity. Drafting of pest survey protocols, contingency plans and eradication programs to establish early warning systems for identified pests including the management and maintenance of established early warning systems regarding plant health biosecurity. Provide and customize effective scientific early warning system models to prevent and respond to the incursions of exotic pests. Establish and maintain the drafting of early warning system policies, through pest survey protocols, contingency plans and eradication programs for specific pests on a scientific and international accepted level. Evaluate surveillance programs results and ratify, monitor and disseminate data. Ensure the design the scientific methodology. Research and development. Ensure the development of publishable scientific documents according to the relevant SOPS regarding, PRAs surveillance and eradication actions, results and way forward. Publish PRAs, survey results and control actions. Maintain information regarding early warning systems in an information data base. To transfer relevant data to a national database, evaluate and improve on the data base. Financial management. Allocate, monitor, control expenditure according to the budget to ensure efficient cash flow management. Manage the commercial value add at the discipline related programmes and projects. Asset management. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and requirements. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives in support of individual development objectives. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures / stakeholders on scientific matters.

ENQUIRIES : Mr JH Venter Tel No: (012) 319 6384

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 43/03 : **SCIENTIST MANAGER (GRADE A – B) REF NO: 3/2/1/2022/647**
Directorate: Plant Health

SALARY : R912 048 – R1 704 492 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 a Master of Science (MSc) or relevant qualification in Plant Pathology, Nematology and Entomology. (NQF Level 9). A valid driver's licence. Compulsory registration

with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration if shortlisted). Minimum of 6 post qualification natural scientific experience. Job related knowledge: International agreements, conventions and bilateral agreements. National and international trade. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies, and procedures. Provisioning Administrative System, policies, and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use of software). Auditing procedures. Relevant industries structures. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Management and organising skills, Creativity sills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, listening skills, Computer literacy and report writing. The ability to drive. Willingness to travel and work irregular hours.

DUTIES : To manage the resources of the Division Plant Health Import / Export Protocols regarding personnel, finance and infrastructure. Human Resource Management. Financial Management. Line Function Management. Provision of and inventory management. To ensure an effective plant health system that supports agricultural marketing and trade in compliance with international plant health obligations and responsibilities. Managing and maintaining the Plant Health aspects of import and export work programmes and protocols for specific plants and plant commodities on request of and in consultation with relevant role players and stakeholders. Establishing, maintaining, and applying national phytosanitary standard operating procedures, in consultation with relevant role players and stakeholders; related to export regulatory service pertaining to plants, plant products and regulated articles in international trade, and import control of plants, plant products and regulated articles. Coordinate and participate in different bilateral and multilateral meetings. Management of information system in support of the relevant line functions. Establish and maintain effective communication channels regarding work programmes, protocols, import conditions, contact details and other relevant information. Establish and maintain communication with internal / external clients (producers and exporters), National / International organization and other industry. Provide Republic of South Africa National Plant Protection Organisation (NPPO) input regarding International Standards for Phytosanitary Measures (ISPM) and phytosanitary standards. Provision of technical inputs or perform other functions that enhance the performance of the Directorate Plant Health.

ENQUIRIES : Mr Silimela Tel No: (012) 319 6241

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 43/04 : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/652**
Directorate: Strategic Land Acquisition

SALARY : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. Minimum of 3 years' experience at junior management level in land acquisition environment. Job related knowledge: The Land Reform: Provision of Land and Assistance Act as amended. Land Reform (Land Tenants) Act. Restitution of Land Rights Act. Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as a key priorities of

government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Relevant Prescripts Pertaining to Land Reform and other relevant prescripts. Job related skills: Communication skills (verbal and written), Strategic management skills, Negotiation skills, Computer literacy, Stakeholder relationship skills, Facilitation / coordination skills, Presentation skills, Financial management skills, Project management skills and Interpersonal relations skills. A valid driver's licence.

DUTIES : Manage the provision of land acquisition and allocation services. Manage the conducting area-based plans. Manage the identification of movable and immovable assets for acquisition by the state for emerging farmers. Manage development of service level agreement on leased assets with emerging farmers and caretaker or service provider. Manage the process of valuation of immovable assets. Provide regional land acquisition and allocation services. Manage the implementation of the land redistribution programmes. Manage and coordinate the implementation of land acquisition and development support service. Manage the selection of suitable candidates for land allocation. Monitor allocation acquired land to category and targeted groups. Monitor the alignment of land allocated to the beneficiary selection policy. Monitor the selection process of beneficiaries for the land allocation. Coordinate land allocation approval process through relevant approval structures. Manage the identification of land reform strategic institutional partnership. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the strategic partners and the emerging farmers.

ENQUIRIES : Mr E Du Toit Tel No: (051) 400 4200

APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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

POST 43/05 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/649)**
Directorate: Corporate Services

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Human Resource Development / Labour Relations / Public Management / Public Administration (NQF Level 6). Minimum of 3 years' experience at junior management in Human Resource Management. Job related knowledge: Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) resolutions, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Public Finance Management Act. Job related skills: Computer skills, Report writing skills, Communication skills (verbal and written), Interpersonal skills and Problem solving skills. A valid driver's licence, Personnel and Salary Administration (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate, Knowledge and experience in pension administration.

DUTIES : Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offers). Manage termination of service. Provide advice on human resource management services. Manage employee relations. Monitor the grievances submitted to National Office. Monitor disciplinary cases submitted to National Office. Manage the implementation of progressive discipline, grievance and misconduct cases outcomes. Manage the capturing of labour relations events on PERSAL. Manage the compilations statistics on cases. Manage employee performance management, training and development system. Oversee and manage the submission of Performance Agreements. Oversee and manage the mid-term

review assessments. Oversee and manage the annual assessment process. Coordinate and facilitate the assessments of staff including Senior Management Services (SMS) members. Provide statistics on compliance. Oversee and manage the capturing of Employee Performance Management and Development System (EPMDS) documents on PERSAL. Oversee and manage the capturing of performance incentives. Ensure submission of inputs on the workplace skills plan. Manage the activities of the Training and Development Committee. Manage and oversee the submission of training requests to National Office. Oversee and monitor the provisioning of training and development in the Province. Manage and oversee the orientation of employees. Monitor the placement approval of the in-service requests. Manage the appointment of interns within the Province. Coordinate compilation of training reports and provide statistics with regards to training courses attended. Provide advice on training and EPMDS matters. Manage employee health and wellness programmes. Oversee and manage the implementation of employee health and wellness programmes. Ensure provision of reports with regards to employee health and wellness programmes and referrals to wellness service providers. Manage and oversee the activities of Employee Health and Wellness Forum. Ensure provision of advice on EHWP matters. Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forum. Ensure provision of statistics with regard to Recruitment and Selection.

ENQUIRIES : Mr T Mashoai Tel No: (053) 830 4042

APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

POST 43/06 : **RESTITUTION ADVISOR REF NO: 3/2/1/2022/654**
Directorate: Legal Support

SALARY : R477 090 per annum (Level 10)

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and very good writing skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement

agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfers on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.

ENQUIRIES : Mr M Shai at 082 947 8491

APPLICATIONS : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard Street, Koos Smit Building, Polokwane, 0700.

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

POST 43/07 : **CHIEF EVALUATION ANALYST REF NO: 3/2/1/2022/642**
Directorate: Evaluation

SALARY : R382 245 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a 3-years Bachelor's Degree / National Diploma in Social Sciences, Agricultural Sciences, Public Administration, Demography and Development studies (NQF Level 6). Minimum of 3 years' experience in Evaluation. Job related knowledge: Knowledge of Monitoring and Evaluation Systems, tools, indicator development, research methodology, legislation and policies administered by the Department. Experience in conducting social research from both public and or private. Knowledge and understanding of government wide monitoring and evaluation framework. Project and programme management. Demonstrated knowledge of and experience in applying monitoring and evaluation principles in social research. Job related skills: Good interpersonal relations, Good stakeholder liaison skills, coordination and problem-solving skills, Good report-writing skills, Good communication skills (verbal and written), Presentation skills, Good computer skills, Statistical analysis and interpretation skills, Data management skills and Research skills. Ability to customize and target information to user requirements. Ability to work under pressure and long hours, as well as willingness to travel long distance for extended periods. A valid driver's licence.

DUTIES : Develop and maintain evaluation frameworks and guidelines. Conduct literature review and assessment of best practice for benchmarking. Coordinate and facilitate the development of the departmental evaluation plan. Evaluate strategic projects and programmes according to the departmental evaluation plan. Assess and analyse research material to inform evaluation studies. Engage with stakeholders to foster buy-in for evaluations. Facilitate the development of programme evaluation plans. Facilitate the development of evaluation concept notes. Develop evaluation design and methodology. Write Comprehensive Evaluation reports for DALRRD. Facilitate capacity building of evaluation within the Department. Design and implement data collection methods for statistical and non-statistical data. Conduct research to inform appropriate data collection tools methods. Design appropriate data collection tools for evaluations. Conduct evaluation fieldwork. Analyse and interpret evaluation data. Develop appropriate data capturing tools. Ensure capturing of data. Clean data and make follow-ups on missing variables. Analyse collected data. Produce quality data analysis reports presenting findings in a graphic, tabular and narrative form. Monitor the implementation of evaluation recommendations for organisational learning and continuous improvement. Develop monitoring tools for the implementation of evaluation recommendations. Assist stakeholders with the development of improvement plans to address evaluation recommendations. Periodically monitor the implementation of evaluation improvement.

ENQUIRIES : Mr K Themba Tel No: (012) 312 9637

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets,

Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 43/08 : **ASSISTANT DIRECTOR: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) ASSET REVENUE MANAGEMENT REF NO: 3/2/1/2022/644**
Directorate: Plas Asset and Lease Revenue Management
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Commerce / Financial Management / Accounting. Minimum of 3 years' experience at supervisory level within asset and facilities environment. Job related knowledge: Accounting systems (Enterprise Resource Planning, Asset Register and or similar systems), Public Finance Management Act (PFMA), Treasury Regulations and Generally Recognized Accounting Practice (GRAP). Job related skills: Computer skills, Report writing skills, Communication skills (verbal and written), Interpersonal skills, Supervision skills, Consultation skills, Problem solving skills, Planning and organising skills, Training and development skills and Analytical skills. A valid driver's licence.
DUTIES : Manage the compilation of the asset register as per prescripts. Approve measurement and recognition of assets. Ensuring that all assets are accounted for and the asset register is updated. Maintenance of asset register. Review monthly calculated depreciation and approve journals. Ensure that the annual review of assets useful lives is conducted as per prescripts. Validate and review the calculated impairments figures in accordance to the approved impairment methodologies. Develop spot checks plan as per operational plan and ensure implementation. Review and approve spot checks reports and ensure implementation on the asset register. Review asset register and other information relevant for verification and submit to the verification team. Manage the implementation of asset verification reports. Ensure that disposal / write off processes are implemented. Coordination of reconciliations and reports. Review monthly reconciliation reports between asset register and other systems. Review mid-year and year-end reconciliation between asset register and other systems and provide recommendation on exceptions. Review monthly, interim and yearly Asset Register and General Ledger Asset Reconciliation reports and notes to the financial statements. Good governance principle. Prepare Agricultural Land Holding Account (ALHA) asset management budget inputs and projections. Provide monthly in year monitoring (IYM) inputs. Ensure correct distribution of monthly reports. Manage and respond to audit queries. Develop and sign performance agreements with subordinates (in line with Employee Performance Management and Development System (EPMDS) policy). Conclude performance assessments timely. Supervise subordinates accordingly and ensure availability of work resources. Ensure that training is attended for identified development area. Manage the filing system of the sub-directorate.
ENQUIRIES : Mr OC Nyamandi Tel No: (012) 312 9215
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
NOTE : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 43/09 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2022/655**
Directorate: Inspection Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree / Bachelor of Technology, Bachelor of Agriculture or Bachelor of Science in (Agriculture / Agriculture Management / Plant Production / Crop Production / Crop Protection / Plant Health / Plant

Pathology / Horticulture / Animal Production / Livestock Production / Food Technology / Microbiology). Minimum of 3 years relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, Sanitary and food quality matter. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Technical skills, Law enforcement skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills, Listening skills, Computer literacy and Report writing skills. A valid driver's license and the ability to drive. Willingness to work extended hours and to travel.

DUTIES : Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the appropriate actions. Conduct searches of passengers, motor vehicles, etc with regard to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines. Prohibition of the sale of imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Prohibition and detention of regulated agricultural products. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities. Institute legal action for non-compliance. Attend and give evidence during court cases where necessary. Handle complaints, queries and enquiries from customer queries. Ensure the issuing of phytosanitary, quality and export certificates as required for international trade purposes. Ensure the auditing of phytosanitary, quality and food safety management systems as well as assignees. Provide advisory services to stakeholders. Liaise with and provide advice to stakeholders (e.g. trade organizations, industries, private sector institutions, importers/exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.

ENQUIRIES : Mr G Tsako Tel No: (021) 809 1641

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 : African Males and Persons with disabilities are encouraged to apply.

POST 43/10 : **CHIEF AGRICULTURAL LEGISLATIVE INSPECTOR REF NO: 3/2/1/2022/648**
Directorate: Agricultural Inputs Control
Re-advertisement, applicants who applied previously are encouraged to apply.

SALARY : R321 543 per annum (Level 08)

CENTRE : Northern Cape (Upington)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Science Degree in the field of Agriculture (Animal Health / Parasitology, Agronomy, Nutrition, Plant Pathology, Entomology, Weed Science). 2 years relevant experience in planning, controlling, organizing and leading enforcement and monitoring team activities. Job related knowledge: Public Finance Management Act. The Public Service Act. Document Tracking System. Relevant computer training. Relevant act and International Agreements. Regulation / Standards. Customer services. Financial management. Meeting procedures. Evaluation of Products. Computers: Networks. Supervision of personnel and related matters. Job related skills: Good interpersonal skills. Ability to communicate well with people at different levels. Planning and organizing skills. Ability to motivate people / subordinates. Good telephone etiquette. Ability to act with tact and discretion. Interpretation of relevant legislations. Identification of shortcomings in legislations. Training / guidance of personnel in the performance of their tasks. Communication skills (written and verbal). Negotiation / Influencing skills. Budgeting and application of funds. Public speaking skills. Problem solving skills. Conflict resolution and management skills. Information management skills. Identification and planning skills. Relevant computer software (Microsoft Office). Supervision of personnel

and related matters. Chairing of meetings. Willingness to work extended hours. Willingness to Travel. A valid driver's licence and ability to work under pressure.

DUTIES : Render inspection in accordance to relevant act and legislation. Conduct inspections at manufacturing facilities and retailers, Pest Control Operators, sterilizing plants and import sites. Issue non-compliance / compliance notice to clients. Conduct plant pre-inspections to facilitate registration. Provide advice and guidance to stakeholders, manufacturer, farmers, distributors, Pest Control Operators and consultants with regards to compliance to legislation, regulations and procedures. Provide technical reports to stakeholders and other strategic partners (inspection, compliance and non-compliance). Seize non-complying products / operations. Conducts sampling for monitoring purposes. Interact and collaborate with various stakeholders with regards to technical matters. Develop / compile progress reports on outstanding and finalize work. Initiate prosecution with non-compliance. Conduct audits. Assess compliance to all applicable regulatory standards through performance of quality audits. Assess quality assurance practices within the industry, Pest Control Operators, sterilizing plants and farmers including Quality System Requirements. Apply appropriate auditing methodologies (sampling techniques, following audits trails, investigations, reporting, etc). Issue non-compliance / enforcement notice to clients. Initiate the review and approval of audit responses and corrective action plans. Advise the industry on regulatory requirements including domestic and internal standards applicable to the company and consequences of non-conformance. Make recommendations, follow up and initiate prosecution for non-complying products / operation. Seize non-complying products / operations. Compile audit reports. Complaint management. Analyse, categorise and prioritise complaints according to the level of risk involved. Conduct inspections and investigations on the matter and report thereon. Initiate prosecution for non-compliance. Refer dockets to the relevant authorities South African Police Service (SAPS) / court-prosecutors for finalisation. Give guidance to the SAPS, Prosecutor, etc. with regards to handling matters related to Act 36 / 47 and which needs to be prosecuted to SAPS and Prosecutor. Prepare and provide advice for trial purposes. Testify in court where necessary. Present condemnation to be filed to State Attorneys and Legal counsel and appeal court cases. Seize non-complying products / operations. Provide reports accordingly. Conduct awareness campaign / capacity building. Develop presentations and awareness material. Conduct awareness campaigns for internal and external stakeholders (farmers' days, agricultural shows, meetings, workshops, etc). Coordinate, liaise and lead in activities related to awareness with various stakeholders. Conduct raids at points of interest (railway stations, taxi ranks and other informal markets). Represents the Department at stakeholder meetings (industries, various Departments, Directorates, farmer's organisations, etc).

ENQUIRIES : Mrs MJD Israel Tel No: (051) 409 2651

APPLICATIONS : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered during office hours to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302.

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

POST 43/11 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2022/650**
Directorate: Corporate Services

SALARY : R321 543 per annum (Level 08)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations / Social Science in Human Resource Management and Psychology. Minimum of 2 years' experience working in a Human Resource Management Environment. Job related knowledge: Knowledge of Human Resource. Labour and Employment Legislation. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict resolution skills, Interpersonal skills, Planning and Organising skills and Presentation skills. A valid driver's licence. Personnel and Salary Administration (PERSAL) Personnel Certificate, PERSAL Leave

Administration Certificate. Knowledge and experience in pension administration.

DUTIES : Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection process. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview process. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfer and translation on PERSAL. Facilitate employee benefits and conditions of service. Quality assure documents received for termination of service. Approve service terminations on PERSAL timeously. Conduct exit interview and ensure that all related forms / documents are completed. Complete and ensure correct submissions of pensions forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement / approve PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the Province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Coordinate the implementation and monitoring of Performance Management, Training and Development Processes. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure Employee Performance Management and Development System (EPMDS) reports. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letter for the signatures of moderating committee chairperson. Inform employee (in writing) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performance incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progression. Compile database of Performance Development Plans (PDP). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memos to the Director: Human Resource Utilisation and Development for approval. Provide administration support on Employee Relations matters. Submit reported misconduct cases to National Office. Make follow-ups on submitted misconduct cases. Implement progressive disciplinary outcomes on PERSAL. Communicate the outcome on the resolution of grievance. Compile statistics on disciplinary cases submitted.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056

APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

POST 43/12 : **SENIOR PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2022/653**
Directorate: Property Management

SALARY : R321 543 per annum (Level 08)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agriculture / Property Management / Law (Property Law). 2 years' experience working in property management field or environment. Job related knowledge: Public Financial Management Act (PFMA), Understanding of the value-added development of communities, Knowledge of project management, knowledge of land reform prescripts and policies, Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management,

Research skills, Analytical skills and Interpersonal skills. A valid driver's licence. Self-driven individual who takes initiative, willing to travel and / or work irregular hours.

DUTIES : Facilitates and finalise signing of leases, caretakership agreements and quality assure lease caretakership agreements. Provide inputs to submissions compiled. Prepare submissions for lease portfolio. Provide secretariat services to beneficiary selection committee. Administer electronic lease management and information systems. Capture beneficiary details on Land Administration Web (LAW). Upload approval documents on the systems. Generate contracts and reports on the systems. Administer the signing of land and caretaker agreements. Manage compliance with land management system and support to District. Conduct verification of state land and payment of utility and other statutory charges on agricultural state land subject to agricultural lease and caretaker agreements. Obtain aerial photographs, general plans and verify coordinates. Compile inspection reports. Compile list of immovable assets. Coordinate and conduct verification of state land. Ensure proper usage and maintenance of warehoused and leased assets. Maintain records of contracts and inspection reports. Forward project related documents to registry. Scan and file signed documents. File lease contracts in line with contract filing process. Keeping of records of original contract and inspection reports.

ENQUIRIES : Ms M Sitsila Tel No: (051) 400 4200

APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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

POST 43/13 : **SENIOR AGRICULTURAL REGISTRATION OFFICER REF NO: 3/2/1/2022/659**

Directorate: Agriculture Inputs Control

This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R321 543 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma or Bachelor's Degree in Public Management / Administration or Office Administration / Business Administration / Business Management. Minimum of 2 years relevant experience in administration in the Regulatory Environment. Job related knowledge: Knowledge of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with Sterilizing Plants and Pest Control Operations regulations and standard operating procedures, Public Service Regulations, Procurement procedures, Public Finance Management Act (PFMA), Department of Public Service and Administration (DPSA) Human Resource Policies and prescript. Job related skills: Supervisory skills, Planning, organising and execution skills, Good interpersonal skill, Problem solving skills, Computer literacy, Report writing skills, Ability to communicate with people at different levels, Customer service skills, Telephone etiquette, Motivation skills, Innovative thinking and Communication skills (verbal and written). A valid driver's licence. Willingness to work extended hours and overtime may be requested.

DUTIES : Coordinate the Registration of Agricultural inputs in line with the relevant Legislation. Manage the registration of agricultural remedies applications in terms of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No: 36 of 1947). Respond to routine enquiries with both the internal and external stakeholders. Develop and ensure maintenance of information databases and records management system. Verify the correctness of the registration documents issued to stakeholders. Compile correspondence to clients and internal and external stakeholders in relation to the registration applications. Compile statistical information / reports relating to the registration applications. Liaise with the Agricultural Management Advisors or Registrar for the processing of the registration applications. Represent the unit at the stakeholder liaison meetings. Oversee and provide general financial administrative support for Registration and Agricultural Inputs. Facilitate payment to service providers for services rendered. Ensure that the prescribed registration application fees are paid as per the regulations. Locate and verify the payment of application received. Verify and reconcile the revenue collected

through ledger notices. Provide support in the review of tariffs for services offered by the Directorate. Facilitate the refunding of overpayments and recovery of short payments from applicants. Assist auditors with audit process in the Directorate by making information available when needed. Process minor agricultural inputs registration applications. Receive and verify documentation for minor applications (e.g. renewal of products, product name change and product ownership change). Ensure that the correct prescribed tariffs are paid. Approve minor applications and issue certificate accordingly. Staff supervision. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment and resources. Assess staff performance in accordance with the prescribed prescripts. Apply corrective measures in accordance with the prescribed prescripts.

ENQUIRIES : Mr D Motloi Tel No: (012) 319 6889

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE : Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 43/14 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2022/657**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R316 536 – R480 678 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey design and analysis knowledge, research and development, computer-aided survey applications, knowledge of legal compliance, technical report writing and creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills, Innovation skills and Communication skills (written and verbal). A valid driver's licence.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

ENQUIRIES : Ms NO Ngcaba Tel No: (043) 783 1400

APPLICATIONS : Applications can be submitted by post to: Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206.

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

POST 43/15 : **VETTING OFFICER REF NO: 3/2/1/2022/643**
Directorate: Vetting, Screening and Special Investigations

SALARY : R261 372 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Security Risk Management, Police Science or Policing. Appointment subject to completing training course offered by State Security Agency. Minimum of 2-3 years of experience in the field of security. Job related knowledge: Knowledge on security administration. Knowledge of the security environment. Job related skills: Communication skills (verbal and written), Facilitation skills, Computer literacy, Report writing skills, Presentation skills, Listening skills and Interpersonal relations skills. A valid driver's licence and willingness to travel on a regular basis.
DUTIES : Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations to provide security administration support. Analyse, research and evaluate all vetting related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the National Intelligence Agency (NIA) and other related agencies. Conduct security awareness in the Province. Liaise regularly with State Security Agency (SSA), South African Police Service (SAPS), South African Secret Service (SASS), Defence, Department of Home Affairs and other critical stakeholders for advice and assistance and to obtain additional information. Administer vetting files and reports.
ENQUIRIES : Mr N Tuswa Tel No: (012) 312 9335
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females Persons with disabilities are encouraged to apply.

POST 43/16 : **BURSARY CLERK REF NO: 3/2/1/2022656**
Directorate: Human Resource Utilisation and Development

SALARY : R211 713 per annum (Level 06)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management / Public Administration / Business Management. Minimum of 1-year previous experience in administration environment. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Job related skills: Proven written skills and proficiency in English and at least one other South African language, Good interpersonal relations skills and Computer literacy.
DUTIES : Render administrative support for the bursary programme. Check bursary application for compliance. Return incomplete / incorrect application to applicants for correction. Verify status of applications on Personnel and Salary Administration (PERSAL) and capture applications. Prepare meeting packs for bursary committee members. Perform secretarial services at bursary committee meeting. Record and type correctly the minutes of the bursary committee meeting. Type letters and other correspondence when required. Communicate the bursary committee's outcomes. Keep and maintain the filing system for the component. Compile payments for bursary holders. Capture and update expenditure per institution. Request statements of accounts / invoices and proof of registration from officials. Reconcile previous statement / results and new account statement. Compile payments for all bursary holders. Compile memorandum for approval by management. Ensure submission of payment for approval to management. Keep and maintain the incoming and

outgoing document register of the component. Submit bursary payments to finance. Follow up on status of bursary payments. Provide proof of payments for institutions and bursary holders. Keep records of payments processed on weekly and monthly basis. Update database for bursary holders. Record, store, capture and retrieve data for the component. Instate bursary contracts on PERSAL. Update bursary transactions on PERSAL and Excel. Capture expenditure, extensions, resignations, suspensions, transfers and withdrawals on PERSAL. Report on the accuracy of the information on the database. Monitoring of student's progress. Liaise with bursary holders on the programme. Conduct bursary audit monthly to check on the status of bursary holders. Obtain results and statements of account from bursary holders. Monitor and evaluate progress of students. Compile memorandum on withdrawals, extensions, suspensions and resignations. Raise debt with debtor's section on resignations and withdrawals. Inform bursary holder about the withdrawal of the bursary. Report on the progress of students on bursary programme. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to workshops and career guidance. Nominate bursary holders to attend bursary information session. Make venue and transport booking for information sessions. Conduct information sessions. Report on information session.

ENQUIRIES : Mr J Mabitsela Tel No: (012) 312 9325

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 43/17 : **SECRETARY REF NO: 3/2/1/2022/651**
Directorate: Corporate Services

SALARY : R176 310 per annum (Level 05)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.

DUTIES : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056

APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

POST 43/18 : **ADMINISTRATION CLERK REF NO: 3/2/1/2022/645 (X2 POSTS)**
Directorate: Food Safety and Quality Assurance
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R176 310 per annum (Level 05)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a 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 related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms X Tlali Tel No: (021) 809 1643
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 : African,Indian and White Males and African and Indian Females and Persons with Disabilities are encouraged to apply.

POST 43/19 : **DRIVER / MESSENGER REF NO: 3/2/1/2022/658**
Office of the Surveyor-General

SALARY : R147 459 per annum (Level 04)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e.

log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

ENQUIRIES : Ms NO Ngcaba Tel No: (043) 783 1400

APPLICATIONS : Applications can be submitted by post to: Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206.

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