

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 01 September 2023 at 16:00

NOTE : 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 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 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). 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.

OTHER POSTS

POST 29/01 : **DEPUTY DIRECTOR: LABOUR TENANTS REF NO: 3/2/1/2023/547**
Directorate: Tenure Reform Implementation
(12 Month Contract)

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

CENTRE : Mpumalanga (Mbombela)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law, Humanities, Economics, Development Studies. Minimum of 3 years' experience at junior management level. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Strategic management skills, Operational planning skills, Proven supervisory skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy and Communication skills (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's license. Willingness to travel, to spend

DUTIES

extended period in the field and work irregular hours. Willingness to relocate if required doing so as a result of operational requirements of the Employer.

: Coordinate the issuance of notices of Labour Tenant applications. Monitor performance of District Offices against targets for issuance of statutory notices. Ensure that Project Officials comply with the standard operating procedures for the issuance of notices. Assist in resolving challenges Project Officials may have in the issuance, service and publication of statutory notices. Liaise with supply chain management. Ensuring that notices to be published in the government gazette are gazette timeously. Coordinate the processing of the Labour Tenant applications. Monitor performance of District Offices against targets processing Labour Tenant. Ensure that Project Officials comply with the standard operating procedures for the processing of applications. Quality check all submissions from the Districts (terms of reference and memorandums for subdivision, valuation, conveyancing and referrals for presentation to Provincial Technical Committee (PTC) and National Land Allocation and Acquisition Committee (NLAACC) to ensure compliance to the Labour Tenants Act (LTA). Ensure that a targeted number of applications are settled per year. Coordinate the negotiations for the settlement of applications. Assist Project Officials from District Offices to negotiate the settlement of complex applications. Stakeholder management. Assist the Director: Tenure Reform Implementation to organise the provision of post-settlement support to Labour Tenants by the Provincial Shared Services Centre, Municipalities and Department of Human Settlements. Coordinate the referral of applications that cannot be resolved to the Land Claims Court. Liaise with Land Reform Advisors regarding applications that must be referred to Court. Manage section 33 (2A) direct access to court cases. Engage Project Officer, Land Owner and Labour Tenants on cases to be referred / already referred. Assist in drafting and vetting of settlement agreement. Vet Court referral package for approval by the Director: Tenure Reform Implementation. Assist in serving the papers in Court. Prepare documents to appoint Sherriff. Serve court papers to parties through Sherriff. Submit referred or to be referred cases to State Attorney. Keep and update the referral spreadsheet. Maintain the database of Labour Tenant applications. Ensure that the database is accurate, complete and is updated monthly. Submit statistical reports monthly to the Director: Tenure Reform Implementation. Coordinate reports. Update Project Management System (EPM Live) and / or Project Register. Collate monthly performance, statistical, litigation reports from District Offices and submit them to the Director: Tenure Reform Implementation. Manage External and Internal Audit – Compile the audit management plan, ensure implementation of Action plan, respond to audit queries. Fraud and Risk Management (Finalisation of annual plans and monitoring and reporting monthly). Ensure budget expenditure reporting (Guard against over expenditure / under expenditure by balancing Integrated Operational Plan implementation with approved procurement Plan).

**ENQUIRIES
APPLICATIONS**

: Ms M Senwana Tel No: (013) 754 8098
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200

NOTE

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

POST 29/02

: **LAW LECTURER REF NO: 3/2/1/2023/554**
Office of The Chief Registrar of Deeds

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 Deeds Registration / National Diploma Law. Minimum of 3 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various Legislation and Acts pertaining to registration of Deeds. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Research and information analysis, Legislation governing the Deeds Registry. Case Law. Common Law. Computer skills. Communication skills (verbal and written). Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development. Good judgment and assertive skills. Time management. Analytical skills. Financial

<u>DUTIES</u>	: management skills. Project management skills. Facilitation and presentation skills. Driver's licence.
	: Facilitate functional training. Determine the training needs and requirements of the branch. Draft or Provide inputs and update study material. Present training. Assess all evaluations for training presented and compile report. Consolidate and analyse presenters report. Conduct research on training / legislation / case law / practice and procedures. Determine the purpose of research and methodology to be used when conducting research. Research on topics. Analyse information gathered during research. Update study material / Training manuals. Compile or quality assure research report. Provide inputs and advice on legal matters. Make inputs on case law / legislation / practices and procedures. Make inputs for Registrars conferences and amendments to Deeds Registration Act and Sectional Title Deeds Act. Draft or quality assure articles for publication. Provide advice on enquiries received from both internal and external clients. Conduct monitoring and evaluation on uniformity in practices and procedures. Assess the standard of examination. Inspect the examination tools. Compile compliance reports. Assess action plan.
<u>ENQUIRIES</u>	: Mr. L Tshivhase Tel No: (012) 338 7211 and Mr. R Saila Tel No: (012) 338 7296
<u>APPLICATIONS</u>	: Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius Street, Pretoria- Central, Pretoria, 0001
<u>NOTE</u>	: Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 29/03</u>	: <u>PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A – C) REF NO: 3/2/1/2023/551</u> Directorate: Spatial Planning and Land Use Management Services Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	: R687 879 – R1 035 084 per annum (The salary will be determined in accordance with the OSD requirements).
<u>CENTRE REQUIREMENTS</u>	: KwaZulu Natal (Pietermaritzburg) : Applicants must be in possession of a Grade 12 Certificate and Bachelors' Degree in Urban / Town and Regional Planning or relevant qualification. Minimum of 3 years post qualification Town and Regional Planning experience required. Compulsory Registration with South African Council for Planners (SACPLAN) as Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning processes and procedures. Research and development. Computer-aided applications. Town and regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical skills. Creativity. Self-management. Communication skills (verbal and written). Language proficiency. Computer literacy. Change Management. Negotiation skills. Knowledge management. A valid driver's license.
<u>DUTIES</u>	: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Projects Managers. Plan and design to ensure sustainable human settlement. Compile Spatial Development Frameworks (SDF) (as part of the Integrated Development Plan processes). Compile guidelines and evaluated Land Use Management Schemes (LUMS). Provide Spatial planning and land use management services in liaison with National Offices. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for Spatial Planning and Land Use Management at a provincial level. Provide development planning support to departmental programme and Rural Development at the provincial level. Render planning support and advice to the

departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research literature / studies on town and regional planning technology to improve expertise. Liaise with relevant bodies / councils on town and regional planning-related matters.

ENQUIRIES : Mr. R.J. Hoole Tel No: (033) 264 1400
APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
NOTE : African, Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 29/04 : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/548**

SALARY : R527 298 per annum (Level 10)
CENTRE : Directorate: District Office: KwaZulu Natal (Ladysmith)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Management / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory in the cooperatives and enterprise development. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organize workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.

ENQUIRIES : Mr SW Haschke Tel No: (036) 638 9400

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 29/05** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/541**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Limpopo (Sekhukhune)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma (NQF 6) in Humanities / Social Science / Legal Qualification. Minimum of 3 years' experience in the relevant field. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. 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 and leadership skills. Project management skills. Networking skills. Team management skills. Customer and client focus. Statistical forecasting. A valid driver's license and willingness to travel.
- DUTIES** : Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programme. Implementation of land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of the land rights upgrade programmes. Provide support to Land Rights Management Facility. Implement the establishment and support of communal property entities. Initiate the establishment and implementation of Communal Property Association (CPA). Maintain the database of CPA's and similar entities. Conduct awareness on CPA activities. Perform investigation and intervene on the affairs and activities of registered CPA's. Engage in the mediation and dispute resolution proceedings of CPA's. Provide supervisory support in the implementation of land tenure projects. Implement provincial implementation plan on tenure projects. Conduct stakeholder relation services. Represent and present the Directorate at various fora. Facilitate CPAs compliance legislation. Attend to external and internal audits. Implement of action plan. Implement risk and audit action plan. Compile reports.
- ENQUIRIES APPLICATIONS** : Mr LS Mahasha Tel No: (015) 495 1956
: Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 29/06** : **PROJECT COORDINATOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2023/540**
Directorate: District Office
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: North West (Dr Ruth Segomotsi Mompati)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate or Property Management / Law Property Law. Job Related Work Experience: Minimum of 3 years' supervisory experience in property management environment. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management ACT (PFMA). Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993 and any other law. Job related skills: Project management skills. Analytical skills. Computer literacy (Microsoft

Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Planning and organising skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations. A valid driver's licence and willingness to travel.

DUTIES : Coordinate investigations on state land use and maintenance. Conduct land use investigations. Provide Provincial State Land Vesting and Disposal Committee (PLSVDC) support to all state land custodians. Coordinate state land periodic verification. Process servitudes and prospecting applications. Facilitate surveying of immovable assets. Coordinate surveying of DALRRD state land and facilitate the transfer of state land. Administer and manage property leases. Finalise and facilitate signing of leases and caretaker agreements. Facilitate the capturing of newly acquired state properties on State Land Leasing System (SLLS), Develop lease schedule for all state properties, Coordinate and conduct inspection of state properties. Provide secretariat services to beneficiary selection committee. Maintain proper usage and maintenance of leased assets. Manage compliance with land management system and support to Districts. Ensure proper usage and maintenance of warehoused and leased assets. Maintain proper usage of movable assets. Manage assets verification pre and post transfer. Coordinate barcoding of assets. Secure and protect state properties against vandalism. Monitor lease or caretaker performance and duties as contractually specified.

ENQUIRIES : Mr KE Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735

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

POST 29/07 : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2023/552**
Directorate: Corporate Services

SALARY : R359 517 per annum (Level 08)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) support. Experience with hardware and software. Experience in network support. Experience in IT technical support services. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services, Information Technology Acts and Policies, Government ICT systems, Understanding management of information and the formal reporting systems. Internal systems change control, Project management principles and tools. Job related skills: Planning skills. Organising skills. Communication (written and verbal) skills. Advanced computer skills. Project management skills. Interpersonal skills. A valid driver's licence.

DUTIES : Provide Information Technology (IT) user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secured environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update antivirus software to all workstations. Identify IT requirements. Advise clients on IT equipments procurement procedure. Inspect all the switches and network points. Ensure that all Information and Communications Technology (ICT) related work is done according to agreed standard and quality. Verify the warranty of ICT equipments before allocation. Maintain IT applications. Ensure that all applications are up and running on daily basis. Uninstall unwanted applications on the workstations. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipments. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain network and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation and maintenance of LAN infrastructure.

ENQUIRIES : Mr K Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735

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

POST 29/08 : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/539**
Directorate: District Office

SALARY : R359 517 per annum (Level 08)
CENTRE : North West (Dr Ruth Segomotsi Mompati District)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.

ENQUIRIES : Mr K Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 29/09 : **LAND REFORM OFFICER: LABOUR TENANTS REF NO: 3/2/1/2023/546**
Directorate: Tenure Reform Implementation
(12 Month Contract)

SALARY : R359 517 per annum (Level 08), plus 37% in lieu of benefits
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and LLB Degree. Minimum of 2 years working experience in a legal environment. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leadership skills, Communication skills (verbal and written). Ability to draft terms of reference for service provider. Ability to manage consultants. Computer literacy. A valid driver's license. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate as a result of operational requirements of the Employer.

DUTIES : Refer to the Land Claims Court labour tenant applications that can be resolved through litigation. Manage Section 33(2A) direct access to court cases. Evaluate if the project is ripe for referral. Engage Project Officer, Landowner and Labour Tenants. Draft and vet settlement agreement. Compile Court

referral package for approval by the Director: Tenure Reform Implementation. Liaise with Senior Land Reform Advisor / Deputy Director: Labour Tenants / District and Provincial Deputy Director: Tenure Reform Implementation / Office of the Special Master for Labour Tenants for further screening of referrals. Serve the papers in Court. Prepare documents to appoint Sherriff. Serve court papers to parties through Sherriff. Submit referred cases to State Attorney. Monitor and report on court cases and liaise with Attorneys. Keep and update the referral spreadsheet. Monitor referred cases to Court / Land Rights Management Facility. Liaise with State Attorney and the appointed Attorney when referred. Compile progress reports on referred cases. Arrange legal representation of indigent parties through the Land Rights Management Facilities. Assist and advise Project Officers who are preparing Section 17 and those doing negotiations. Compile / quality check Land Rights Management Facility and Land Administration Study Association referral package for approval by the Director: Tenure Reform Implementation. Liaise with Senior Land Reform Advisor / Deputy Director: Labour Tenants / District and Provincial Deputy Director: Tenure Reform Implementation / Office of the Special Master for Labour Tenants for further screening of referrals. Process application in terms of Promotion of Access to Information Act relating parties to Labour Tenant applications. Receive Labour Tenant's enquiries in terms of Promotion of Administrative Justice Act. Package response for attention of Departmental Information Officer. Assist in setting up of legal entities. Conduct legal entity workshop. Draft Communal Property Associations Constitutions or Trust Deeds for land reform beneficiaries. Facilitation of adoption of the Constitutions / Trust Deeds and election of Committees / Trustees. Compile submissions for registration of the Communal Property Associations and or Trusts. Liaise with the Registrar's offices (Courts / Communal Property Institution). Engage Labour Tenants / Farm Dwellers and other relevant stakeholders.

- ENQUIRIES** : Ms M Senwana Tel No: (013) 754 8098
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 29/10** : **PROJECT OFFICER: LABOUR TENANTS REF NO: 3/2/1/2023/543 (X4 POSTS)**
 Directorate: Tenure Reform Implementation
 (12 Month Contract)
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07), plus 37% in lieu of benefits
 : Mpumalanga (Nkangala District: Emalahleni / Witbank)
 : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Law, Social Science, Economics, Development Studies. Minimum of 18 Months experience in the field of Land Reform or Rural Development. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiations skills, Contract management skills, Leaderships skills, Computer literacy and Communications skills (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required to do so as a results of operational requirements of the Employer.
- DUTIES** : Settle labour tenant applications. Ensure registration of Project on Basic Accounting System (BAS). Compile Terms of Reference and memorandums for Subdivision. Compile Terms of Reference and memorandums for valuation. Facilitate offers and / or responses of Section 17 from landowners. Facilitate settlement agreements. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Ensure compliance towards the deed of donation to avoid any deviation from original settlement agreement for Donation project. Ensure that the applicants sign Waiver rights agreements for Certification. Ensure that all relevant documents are submitted to the Land Reform Officer for referrals. Compile Terms of Reference and memorandums for conveyancing. Ensure

submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Facilitate the implementation of post settlement support (Development) if any. Allocate number of hectares to Labour Tenants and / or Farm Dwellers. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Issue and gazette number of S17 Notices. Trace / locate applicant, property and conduct in loco inspection. Conduct research on the claim / application and compile Land Rights Enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geo-Spatial Information to get Aerial photographs of the property. Facilitate Gazetting of project. Render administration services. Submit plans, monthly reports and assessments reports. Maintain Labour Tenants database. Update information on the database. Provide statistical information on Labour Tenants.

**ENQUIRIES
APPLICATIONS**

: Ms M Senwana Tel No: (013) 754 8098
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

NOTE

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

POST 29/11

: **PROJECT OFFICER: LABOUR TENANTS REF NO: 3/2/1/2023/544 (X6 POSTS)**
 Directorate: Tenure Reform Implementation
 (12 Month Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum (Level 07), plus 37% in lieu of benefits.
 : Mpumalanga (Gert Sibande District: Mkhondo / Piet Retief and Ermelo)
 : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Law, Social Science, Economics, Development Studies. Minimum of 18 Months experience in the field of Land Reform or Rural Development. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiations skills, Contract management skills, Leaderships skills, Computer literacy and Communications skills (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required to do so as a results of operational requirements of the Employer.

DUTIES

: Settle labour tenant applications. Ensure registration of Project on Basic Accounting System (BAS). Compile Terms of Reference and memorandums for Subdivision. Compile Terms of Reference and memorandums for valuation. Facilitate offers and / or responses of Section 17 from landowners. Facilitate settlement agreements. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Ensure compliance towards the deed of donation to avoid any deviation from original settlement agreement for Donation project. Ensure that the applicants sign Waiver rights agreements for Certification. Ensure that all relevant documents are submitted to the Land Reform Officer for referrals. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Facilitate the implementation of post settlement support (Development) if any. Allocate number of hectares to Labour Tenants and / or Farm Dwellers. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Issue and gazette number of S17 Notices. Trace / locate applicant, property and conduct in loco inspection. Conduct research on the

claim / application and compile Land Rights Enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geo-Spatial Information to get Aerial photographs of the property. Facilitate Gazetting of project. Render administration services. Submit plans, monthly reports and assessments reports. Maintain Labour Tenants database. Update information on the database. Provide statistical information on Labour Tenants.

ENQUIRIES : Ms M Senwana Tel No: (013) 754 8098
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
NOTE : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply

POST 29/12 : **PROJECT OFFICER: LABOUR TENANTS REF NO: 3/2/1/2023/545 (X5 POSTS)**
Directorate: Tenure Reform Implementation
(12 Month Contract)

SALARY : R294 321 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Mpumalanga (Ehlanzeni District: Mbombela)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Law, Social Science, Economics, Development Studies. Minimum of 18 Months experience in the field of Land Reform or Rural Development. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiations skills, Contract management skills, Leaderships skills, Computer literacy and Communications skills (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required to do so as a results of operational requirements of the Employer.

DUTIES : Settle labour tenant applications. Ensure registration of Project on Basic Accounting System (BAS). Compile Terms of Reference and memorandums for Subdivision. Compile Terms of Reference and memorandums for valuation. Facilitate offers and / or responses of Section 17 from landowners. Facilitate settlement agreements. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Ensure compliance towards the deed of donation to avoid any deviation from original settlement agreement for Donation project. Ensure that the applicants sign Waiver rights agreements for Certification. Ensure that all relevant documents are submitted to the Land Reform Officer for referrals. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Facilitate the implementation of post settlement support (Development) if any. Allocate number of hectares to Labour Tenants and / or Farm Dwellers. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Issue and gazette number of S17 Notices. Trace / locate applicant, property and conduct in loco inspection. Conduct research on the claim / application and compile Land Rights Enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geo-Spatial Information to get Aerial photographs of the property. Facilitate Gazetting of project. Render administration services. Submit plans, monthly reports and assessments reports. Maintain Labour Tenants database. Update information on the database. Provide statistical information on Labour Tenants.

ENQUIRIES : Ms M Senwana Tel No: (013) 754 8098
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 29/13** : **PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/2/1/2023/550**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Western Cape (Eden / Central Karoo)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate / Property Management / Law (property law). Minimum of 1-year experience in property management field or environment. Job related knowledge: Knowledge of Public Finance Management Act (PFMA), Understanding of the value-added development of communities. Knowledge of project management. Knowledge of Land Reform prescripts, policies and Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills (verbal and written), Facilitation skills, Project management skills, People management skills, Research skills, Analytical skills and Interpersonal skills. A valid driver's license. An initiative self-driven individual, willing to travel and / or work irregular hours.
- DUTIES** : Administer and provide property leases and administration support. Receive request for conversion. Facilitate the signing of the contract by the leasee / caretaker. Prepare and finalise leases and caretaker agreement. Administer and provide property holdings and disposals. Identify and facilitate assets for disposals. Provide supporting documents for the disposal of assets. Render support services to district regarding contract administrations. Notify the leasee of the expiry of the lease contracts. Obtain written confirmation from the leasee of intention to renew or terminate contract. Upload approved lease / caretaker agreement on Land Administration Web (LAW). Safeguard contracts and inspection reports. Conduct site inspections and verify movable and immovable assets. Compile report on loss and damage within 5 days. File documents at Provincial registry within 3 days of receipt. Administer electronic lease management and information system. Capture beneficiary detail on LAW. Upload approval documents on the system. Generates contracts and reports on systems.
- ENQUIRIES APPLICATIONS** : Mr P Simelela Tel No: (021) 409 0300
: 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 Indian and White Females and persons with disabilities are encouraged to apply
- POST 29/14** : **CADASTRAL OFFICER REF NO: 3/2/1/2023/549 (X2 POSTS)**
Directorate: Cadastral Information, Maintenance and Supply Services
- SALARY CENTRE REQUIREMENTS** : R241 485 per annum (Level 06)
: Eastern Cape (East London)
: Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.
- DUTIES** : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel.

Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geospatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

- ENQUIRIES APPLICATIONS** : Ms NO Ngcaba Tel No: (043) 783 1400
 : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 29/15** : **ADMINISTRATION CLERK: LABOUR TENANTS REF NO: 3/2/1/2023/542**
 Directorate: Tenure Reform Implementation
 (12 Month Contract)
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05), plus 37% in lieu of benefits.
 : Mpumalanga (Mbombela)
 : Applicants must be in possession of a Grade 12 Certificate. No previous experience. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative framework governing the Public Services. Job related skills: Proven written skills and proficiency in English and at least one other South African language. Good interpersonal relations skills. Computer literacy.
- DUTIES** : Render general clerical support services within the component. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Make photocopies and receive or send facsimiles. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Management of statistical data for Labour Tenants applicants. Updating of statistical information on settled Labour Tenants and Section 17 notices issued. Updating of statistical information on hectors acquired for farm dwellers and Labour Tenants. Updating of statistical information on outstanding Labour Tenants applications / claims. Reconciliation of Provincial baseline information on outstanding and settled Labour Tenants applications / claims with Districts and National. Keep and maintain the database of Labour Tenants. Management and control of submissions and documents (provide administration support) within the component. Receive and record all incoming and outgoing correspondences / submissions and distribute to relevant team members / office or filed such as: Approved Certification, Disposal and acquisition memos, Gazettes and Section 17 notices and referrals. Keep and maintain the incoming and outgoing document register of the component. Provide administration support services in the component. Compile minutes of all meetings within the component. Prepare documents for meetings. Assist officials within the components with travelling and accommodation bookings.
- ENQUIRIES APPLICATIONS** : Ms M Senwana Tel No: (013) 754 8098
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 29/16** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/553**
 Directorate: District Office
- SALARY** : R202 233 per annum (Level 05)

- CENTRE REQUIREMENTS** : Western Cape (Cape Winelands / Stellenbosch)
 : 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 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 APPLICATIONS** : Ms E Reid Tel No: (021) 409 0300
 : 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, Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 29/17** : **STOREMAN REF NO: 3/2/1/2023/537**
 Directorate: Genetic Resources
- SALARY CENTRE REQUIREMENTS** : R147 036 per annum (Level 03)
 : Gauteng (Roodeplaat)
 : Applicants must be in possession of a Grade 10 or equivalent Adult Basic Education and Training (ABET) level 3. No experience required. Job related knowledge: Knowledge of stores management. Knowledge of various farm implements. Basic knowledge of technical maintenance. Basic knowledge of agricultural inputs. Stores and warehousing. Planning and organizing. Job related skills: Communication skills (verbal and written). Basic computer skills. Interpersonal skills. Analytical skills. Listening skills. Numerical understanding. Planning and organizing skills. Problem solving skills. Work independently. Willingness to work extended hours.
- DUTIES** : Render support in planting of trials. Supply of fertilizers. Ensure availability of farm equipment. Co-ordinate supply of farm chemicals. Co-ordinate supply of planting equipment. General assistance with maintenance of trials. General maintenance of the farm workshop. Co-ordinate repairs and maintenance of farm equipment's. Safe keeping of power tools. Maintain register of day to day used tools. Record keeping of all workshop tools. Housekeeping of workshop area. Ensure that all safety signs are visible in workshop. Ensure that protective clothing is worn in workshop. General maintenance of farm stores. Record keeping of pesticide store. Record keeping of fertilizer store. Maintenance of diesel register. Report supplies that are running low and facilitate procurement thereof. Report discrepancies and losses. Provide support in the management of assets. Assist in compiling and updating the relevant asset list. Identify and report redundant assets. Assist in compiling the disposal list. Facilitate disposal of waste. Assist with moving and arranging of assets. Safeguarding of assets.
- ENQUIRIES APPLICATIONS** : Mr B. Maroga Tel No: (012) 319 6426
 : 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 29/18** : **FARM AID REF NO: 3/2/1/2023/538**
Directorate: Genetic Resources
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02)
: Gauteng (Roodeplaat)
: Applicants must be in possession of NQF Level 1 or 2 (Adult Basic Education and Training Level 2 / 3 Certificate). No experience required. Job related knowledge: Farm Practices. Job related skills: Basic numeracy skills. Basic literacy skills. Willingness to work overtime.
- DUTIES** : Perform general activities in respect of crop production through inter alia the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, hoeing, etc. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Tending of crops / orchards / vineyards e.g. pruning, weeding etc. Perform general activities which would include inter alia the following: Cleaning of facilities. Disposal of farm waste material. Maintain equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading / off-loading. Perform general activities in respect of infrastructure which would include inter alia the following: Maintain fences, shades houses and green houses, etc. Maintain irrigation houses and water supply system.
- ENQUIRIES APPLICATIONS** : Mr B. Maroga Tel No: (012) 319 6426
: 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.