

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 15 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 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). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the 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 committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the 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

<u>POST 31/01</u>	:	<u>CHIEF RISK OFFICER (REFERENCE: 3/2/1/2023/568)</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14) (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).
<u>CENTRE REQUIREMENTS</u>	:	Chief Directorate: Risk Management: Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's degree or Advanced Diploma in Risk Management / Internal Auditing / Law (NQF Level 7). Minimum of 5 years of experience at a senior managerial level in a Risk Management environment. Job related knowledge: Project Management best practice. Risk based methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.
<u>DUTIES</u>	:	Obtain, develop and implement risk management mandate, commitment, framework, strategy and protocol. Present case for risk management to senior management / relevant committee and define the value proposition of Risk Management. Draft and present the mandate or terms of reference of the risk management function to senior management / relevant committee. Ensure design, development and implementation of a risk management framework and related protocols (policy, strategy and methodology). Define the internal and external context and stakeholder of the organization. Develop risk management protocols (risk management processes, procedures, tools and models, techniques, reporting). Ensure facilitation of risk management process. Facilitate the process of risk assessment and compile and maintain risk registers. Facilitate the embedding of risk management in the Department's processes. Capacitate the organization to execute risk management. Establish risk monitoring and evaluation system. Facilitate and establish a process for risk reporting. Assess the effectiveness of risk management. Compile risk management review report and present reports to relevant committees. Guide and maintain risk management processes. Obtain, develop and implement compliance management mandate, commitment, framework, strategy and protocol. Present case for compliance management to senior management / relevant committee and define the value proposition of compliance management. Ensure design, development and implementation of a compliance management framework and related protocols (policy, strategy and methodology). Define the internal and external context and stakeholder of the organisation. Facilitate compliance management process. Ensure development and implementation of Compliance Management Performance Plans. Ensure the monitoring and the implementation of compliance plan and action plans. Evaluate the compliance management programme in all Branches. Lead, direct and manage fraud prevention and anti-corruption measures and ethics management services using strategy and protocol. Ensure design, development and implementation of a fraud prevention and anti-corruption framework and related protocols (policies, strategy and methodology). Promote ethics management. Coordinate and conduct fraud, ethics, Anti-corruption and Code of conduct awareness workshop. Facilitate ethics management services (financial disclosures, remunerative work outside the Public Service, designated employee). Conduct fraud, ethics, Anti-corruption and Code of conduct risk assessment process. Ensure the monitoring of the action plans on all fraud risk registers. Ensure the monitoring of the gift register. Compile monthly and quarterly reports for relevant oversight structures. Lead, direct and maintain the business continuity management programme using strategy and protocol. Ensure development, maintenance and testing of the organization's business continuity programme. Ensure development and maintenance of Department's wide Business Continuity Planning (BCP) programme that addresses business recovery and emergency response management. Provide support and guidance in the development of BCP planning and goals. Ensure development, maintenance and testing programs for all business plans, Websites and other information / communication tools. Ensure facilitation and execution of the plans at the time of a crisis event. Manage financial and administrative support services. Facilitate performance and development. Undertake human resource and administrative function services. Establish, implement and maintain efficient

and effective communication arrangement. Develop and manage the operational plan for the Chief Directorate: Governance, Risk and Compliance (GRC) and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams or committees as required. Manage procurement and asset management in the unit. Plan and allocate work. Quality control work delivered by subordinates. Provide technical advice and guidance.

ENQUIRIES : Ms AP Stevens Tel: (012) 312 9667
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

OTHER POSTS

POST 31/02 : **DEPUTY DIRECTOR: EVALUATION (REFERENCE: 3/2/1/2023/577)**

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

CENTRE : Directorate: Evaluation: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Social Sciences / Economics / Public Administration / Public Management / Policy / Development Studies / Monitoring and Evaluation / Agricultural Economics / Statistics / Demography / Business Administration. Minimum of 3 years' experience at junior management level in evaluation / research. Job related knowledge: Knowledge of monitoring and evaluation systems, tools (e.g. Theory of change, Log frame, monitoring and evaluation plan), 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 frameworks. Awareness of project and programme management principles. Demonstratable knowledge of and experience in applying monitoring and evaluation principals in social research. Job related skills: Computer literacy. Research skills. Interpersonal and communication skills (verbal and written). Presentation skills. Analytical skills. Problem solving skills. Project management skills. Report writing skills. A valid driver's licence and preparedness to travel and work irregular hours.

DUTIES : Develop and review evaluation frameworks and guidelines. Develop and maintain evaluation frameworks and guidelines. Conduct literature review and assessment of best practices for benchmarking. Manage the development of the Departmental Evaluation Plan (DEP). Manage and undertake evaluation of strategic projects and programmes according to the Departmental Evaluation Plan. Manage the development of programme evaluation plans. Conduct literature and programme document reviews. Manage and develop evaluation design and methodology. Design appropriate data collection tools for evaluations. Manage evaluation fieldwork. Deploy and coordinate the electronic questionnaires. Manage the capturing, processing and analysis / interpretation of data. Write comprehensive evaluation reports. Manage the implementation of evaluation recommendations and reporting for organisational learning and continuous improvement. Engage with stakeholders regarding the findings and recommendations of the evaluation (management feedback and response). Assist stakeholders with the development of improvement plans to address evaluation recommendations. Monitor the implementation of evaluation improvement plans. Provide technical capacity on evaluation to internal stakeholders and departmental entities. Manage of capacity building initiatives and technical assistance on evaluation to Department and DALRRD entities. Manage evaluation awareness.

ENQUIRIES : Mr K Themba Tel: (012) 312 8070
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

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

POST 31/03 : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT (REFERENCE: 3/2/1/2023/572)**

SALARY : R527 298 per annum (Level 10)
CENTRE : Directorate: District Office: Free State (Motheo / Xhariep District)
REQUIREMENTS :

Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory level in the cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). 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. Organise 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 E Mosia Tel: (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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 31/04 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REFERENCE: 3/2/1/2023/573)**

SALARY : R424 104 per annum (Level 9)

**CENTRE
REQUIREMENTS**

: Directorate: Inspection Services: Western Cape (Stellenbosch)
: Applicants must be in possession of a Grade 12 Certificate and a Diploma in (Agriculture / Agriculture Management / Plant Production / Crop Production / Crop Protection / Plant Pathology / Horticulture / Animal Health / Animal Production / Livestock Production / Food Technology / Microbiology) or Degree / Btech / B Agric or BSc in (Agriculture / Agriculture Management / Plant Production / Crop Production / Crop Protection / Plant Health / Horticulture / Animal Health / Animal Production / Livestock Production / Food Technology / Microbiology. Minimum of 3 years relevant experience. Job related knowledge: Knowledge of Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. 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. Report writing skills. A valid driver's licence and the ability to drive. Willingness to travel and work extended hours. Relief duties.

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 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 and apply discipline.

**ENQUIRIES
APPLICATIONS**

: Mr G. Tsako Tel: (021) 809 1641
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

NOTE

: African Males and Persons with disabilities are encouraged to apply

POST 31/05

: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION
(REFERENCE: 3/2/1/2023/571)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 9)
: Directorate: Corporate Services: Kwazulu Natal (Pietermaritzburg)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management. Personnel and Salary Administration (PERSAL) certificate, PERSAL Leave Administration certificate. Knowledge and experience in pension administration. Minimum of 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Knowledge of the 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,

DUTIES

Promotion of Access to Information Act (PAIA) and 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.

Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. Housing, Acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDPs). Consolidate Provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate Provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorize implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting's process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievance within the prescribed period.

**ENQUIRIES
APPLICATIONS**

Mrs S Budhoo Tel: (033) 264 9519

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

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

POST 31/06

ASSISTANT DIRECTOR: RESTITUTION POLICY (REFERENCE: 3/2/1/2023/575)

SALARY

R424 104 per annum (Level 9)

- CENTRE REQUIREMENTS** : Directorate: Restitution Policy: Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma or Bachelor's Degree in Social Sciences / Public Administration / Law / Development Studies. Minimum of 3 years' working experience in the relevant field. Job related knowledge: Knowledge of restitution and land related matters. Policy development. Research methodology. Project management principles. Ability to draw up business plans and terms of reference. Job related skills: Report writing skills. Communication skills (verbal and written). Interpersonal skills. Project management skills. Computer literacy. Negotiation skills. Facilitation skills. Conflict resolution skills. A valid driver's licence.
- DUTIES** : Monitor settlement model policy compliance. Vet section 42d compliance to specific settlement model policies as referred by National Director: Quality Assurance (NDQA). Highlight issues on-compliance to NDQA for the relevant Regional Land Claims Commissioner (RLCC) office's corrective action. Document areas of recurring non-compliance for future training interventions and or policy review. Develop new policies and review existing policies and procedures. Conduct policy research. Draft new policies. Circulate the draft policies for inputs. Consolidate and finalise the policies. Review and amend existing policies. Execute other administration functions assigned to from time to time. Coordinate and facilitate implementation of policy. Coordinate meetings of sector task teams. Coordinate and consolidate reports of sector task teams. Monitor progress of the settlement of sector claims. Monitor implementation of settlement models. Provide policy induction training and workshops. Develop training plan and schedule. Identify internal and external facilitators. Coordinate logistical arrangements. Facilitate and present induction training or workshops. Compile induction training or workshop report.
- ENQUIRIES APPLICATIONS** : Ms CN Moyo Tel: (012) 407 4603
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 31/07** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT (REFERENCE: 3/2/1/2023/574)**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 8)
 : Directorate: District Office: Free State (Thabo Mofutsanyane District)
 : 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 APPLICATIONS** : Mr M Malefane Tel: (058) 303 3021
: 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** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 31/08** : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT (REFERENCE: 3/2/1/2023/576)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 8)
: Directorate: District Office: Mpumalanga (Nkangala District)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning (NQF Level 6). Minimum of 2 years' experience in Property Management or related field. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management Act, 1999 (PFMA). Government Immovable Assets Management Act, 2007. Land Reform: Provision of Land and Assistance Act, 1993. State Land Disposal Act, 1961. Any other relevant 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 presenting skills. Report writing skills. Interpersonal relations. A valid driver's licence. Willingness to travel.
- DUTIES** : Capture contracts on state land lease system. Add lessee information on the Land Administration Web (LAW) system. Generate contracts. Upload approval documents. Facilitate the signing of lease and caretaker agreements. Finalise and facilitate signing of leases and caretaker agreements. Compile records of original contract and inspection report. Develop lease schedule for all state properties. Conduct assets verification. Conduct inspection of state properties. Barcode assets. Secure, protect the assets against vandalism. Monitor lease or caretaker performance and duties as contractually specified. Ensure proper usage and maintenance of assets. Ensure compliance with caretaker and lease agreement. Provide support to the District. Implement request for amendments to the immovable assets register. Verify and report on lease compliance agreement and obligation. Process applications for amendments of lease agreement. Initiate and process surveying of DALRRD State Land. Process land surveying on DALRRD controlled immovable assets. Identify assets for sub-division. Compile and process application for sub-divisions
- ENQUIRIES APPLICATIONS** : Ms A Mametja Tel: (013) 655 1000
: 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 31/09** : **DRIVER / MESSENGER (REFERENCE: 3/2/1/2023/569)**
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 4)
: Directorate: District Office: Mpumalanga (Gert Sibande District)
: 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 / College 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 ZP Hadebe Tel: (013) 754 8020
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 31/10 : **RECEPTIONIST (REFERENCE: 3/2/1/2023/570)**

SALARY : R171 537 per annum (Level 4)
CENTRE : Directorate: Quality Assurance and Administration: Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession a Grade 12 Certificate. No experience required. Job related knowledge: Microsoft package. Job related skills: Telephone etiquette. Communication skills (verbal and written). Interpersonal skills. Switchboard operation skills. Ability to learn the Department's service delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.

DUTIES : Receive telephone calls, messages and channel to relevant role players. Take down messages when required. Distribute messages promptly. Attend to all clients and visitors to relevant officials promptly. Welcome, receive and direct clients to relevant units. Attend to all client's queries. Supply basic information to customers regarding the Department's services when required. Liaise with internal and external personnel. Provide relevant information as required. Operate the switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system when needed. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Screen and forward calls. Receive telephonic messages. Operate office equipment such as fax machines and photocopiers. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Maintain telephone directory. Update telephone directory for the officials. Remove inactive users in the internal directory. Maintain and control visitor register at reception: Register visitors.

ENQUIRIES : Ms T Oliphant Tel: (053) 830 4000
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, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.