

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 20 October 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). 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 reorganization 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 36/01** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 3/2/1/2023/645**
Directorate: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Financial Accounting / Finance Management / Cost and Management Accounting. Minimum of 3 years' experience at supervisory level (Senior State Accountant) in the financial reporting environment. Job related knowledge: Financial systems: Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Safety web. Computer accounting software: Microsoft Excel and Word. Generally Accepted Accounting Principles (GAAP). Knowledge of Financial Accounting Systems. Job related skills: Computer literacy. Communication skills (verbal and written). Organisation skills. Interpersonal skills. Budget forecasting. Team management skills. Presentation skills. Report writing skills. Financial management skills. A valid driver's licence.
- DUTIES** : Manage, monitor and verify the Pay Master General (PMG) and commercial bank accounts of the department. Manage, monitor and verify the bank

reconciliation and requisition of funds. Manage, monitor and verify the cash and cash equivalent ledger accounts and the monthly reporting for the compliance certificate. Manage the administration of the commercial bank accounts. Review and compilation of the policies and Standard Operating Procedures. Manage, monitor and verify the collection of the departmental revenue. Manage and monitor the collection of revenue, revenue related ledger accounts and inputs to the compliance certificate. Manage and monitor the revenue inputs for: In Year Monitoring (IYM), Revenue 42, Estimates of National Expenditure (ENE) / Adjusted Estimates of National Expenditure (AENE). Manage and oversee the annual review of revenue tariffs, sources and free services. Review and compilation of the policies and Standard Operating Procedures. Compile Annual Financial Statements (AFS) and quarterly Interim Financial Statements (IFS) in accordance with the Public Finance Management Act (PFMA), Accounting Manual for Departments (AMD) and the Modified Cash Standards (MCS). Review, analyse and validation of supporting documents for inputs to the IFS / AFS in terms of the AMD and MCS for completeness and accuracy. Completion and preparation of the IFS / AFS template and working papers for the following notes: Employee Benefits, Lease commitments, Impairment, Irregular / fruitless expenditure. Accrued Departmental Revenue. Operating Lease Revenue. Manage, monitor and oversee month-end closures on BAS. Request and monitor reports of all suspense accounts and initiate and oversee corrections. Verify and monitor the suspense accounts that should be or preferably be zero before closure of a month. Communicate information to the different divisions to clear the amounts before the month-end closure. Ensure that all requirements have been met to close at prescribed date on BAS. Process and oversee the month end closure on BAS.

- ENQUIRIES** : Ms SH Sambo Tel No: (012) 312 8872
- 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 Indian Females and Persons with disabilities are encouraged to apply.
- POST 36/02** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/640**
Directorate: District Office
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Western Cape (Cape Winelands / Overberg 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 APPLICATIONS : Mr L George 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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply

POST 36/03 : **CHIEF OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 3/2/1/2023/643**
Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Eastern Cape (East London)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Environmental Health / Safety Management. Minimum of 2 years' experience in the occupational health and safety environment. Job related knowledge: Knowledge of occupational health and safety legislation and other related matters. Job related skills: Tack and diplomacy. Good communication skills (verbal and written). Good interpersonal skills. Integrity and honesty. Report writing. Independent worker. Team worker. A valid driver's licence (compulsory). Willingness to travel extensively and work irregular hours.

DUTIES : Promote occupational health and safety (OHS) standards within the province. Conduct OHS assessment on Department of Agriculture, Land Reform and Rural Development (DALRRD) offices in the province. Facilitate and assist the Assistant Director: Provincial Coordination and Special Events with Health and safety matters. Facilitate the appointment of statutory appointees. Participate in the OHS committee meetings. With direction of the Director: Corporate Services participate in provincial and municipal health structures meetings to stay abreast of relevant prescripts. Liaise with relevant local authorities on suspicion of disease outbreak. Identify health risk areas in DALRRD's offices and communicate recommended safety measures. Investigate and evaluate complaints lodged against the Department pertaining to aspects of health and lead the implementation of the remedial actions. Involve members of staff in matters affecting their health. Educate members of staff on necessary health and safety promotion measures. Regularly inspect all possible sources of health and safety hazards in offices. Conduct training and safety awareness to employees of the Department within the province. Facilitate training of statutory appointees. Conduct safety awareness to employees of the Department within the province. Report on the status of the Occupational Health and Safety Programme. Report to the Assistant Director: Provincial Coordination and Special Events on an ongoing basis. Liaise with relevant stakeholders on matters pertaining to OHS. Communicate to staff any relevant information on OHS. Contribute to development and implementation of the contingency plan. Facilitate the development or review of the office emergency evacuation plan. Facilitate the customisation of an emergency evacuation plan. Liaise with relevant stakeholders on the preparation of emergency evacuation drills. Promote incident management within the province. Investigate OHS incidents and recommend a remedial action to management. Liaise with Human Resource on Injury on Duty reported cases for further handling. Revise awareness on hazards attached to the work activities. Promote liaison with internal and external stakeholders. Liaise with Division: Facilities Management of supply chain management on the implementation of OHS in the Department. Liaise with Employee Health and Wellness on rehabilitation of employees after incidents. Liaise with the municipality and other relevant stakeholders on emergency evacuation plan / drills.

ENQUIRIES APPLICATIONS : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018136
: Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

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

<u>POST 36/04</u>	:	<u>SENIOR CADASTRAL REGISTRY CLERK REF NO: 3/2/1/2023/642</u> Directorate: Examination Services
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 2 years' experience as a cadastral registry clerk in registry services. Job related knowledge: Classification of correspondence. Ability to identify cadastral documents. Job related skills: Organising skills, Communication skills (verbal and written), Inter-personal skills, Computer literacy skills. Good physical health. Ability to work under pressure. Ability to perform in a diverse team.
<u>DUTIES</u>	:	Preliminary checking of cadastral documents received. Conduct preliminary checking of all documents received, including digital lodgement. Make necessary print of digital lodgement. Stamp digital lodgement letters with date stamp and multimedia stamp. Check fees paid for corrections. Ensure fees of digital lodgement are verified by cashier. Mentioned documents ticked on original covering letters. Report any contradiction information. Dispatch approved cadastral documents. Receive and prepare cadastral documents and other correspondence for dispatch purpose. Email dispatch notification to the land surveyor. Check diagrams and references on letters received for correctness. Check correspondence letters for correct file references. Forward approved documents to post approval flow points. Create post approval packets and forward task list. Keep records of dispatched documents. Add diagrams, general plans, dockets, original covering letters and survey records envelopes together and put in pigeonhole. Register caveats and send deeds. Dispatch on registry and movement. Update lodgement register. Arrange courier services if needed. Maintain approved filing system and all correspondence. File daily correspondence files and close volume as needed. Report faulty equipment. Prepare and maintain correspondence file covers, replacing of old and torn covers. Maintain register for opened files. Undertake stocktaking of files. Maintain files and file room as per National Archives Act. Keep file database / register updated. Check that filing equipment is in good working condition and that the filing space is still adequate and that the room is neat and clean. Render a register inquiry services. Attend to all clients' requests pertaining to correspondence files and collections, telephonically and on counter. Complete client registers at all times and sign. Locate and retrieve files on request.
<u>ENQUIRIES</u>	:	Mr S Maseko Tel No: (012) 337 3655
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Indian Females and Persons with Disabilities are encouraged to apply.
<u>POST 36/05</u>	:	<u>DRIVER / MESSENGER REF NO: 3/2/1/2023/646</u> Directorate: District Office
<u>SALARY</u>	:	R171 537 per annum (Level 04)
<u>CENTRE</u>	:	Free State (Lejweleputwa / Fezile Dabi District)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
APPLICATIONS

: Mr M Moalahi Tel No: (057) 357 1734
: 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, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.