



**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Reference : S4/1
To : ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL
GOVERNMENT
Subject : ADVERTISEMENT OF POSTS

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
VACANCY CIRCULAR NO. 36 OF 2024.**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.

APPLICATIONS : Applicants must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> or the below addresses: **Head office: Polokwane; Tompi Seleka College of Agriculture, Madzivhandila College of Agriculture and Mara Research Centre:** The Acting Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
Mopani District: The Director Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.
Waterberg District: The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.
Capricorn District: The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices, Lebowakgomo.
Sekhukhune District: The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices, Lebowakgomo.
Vhembe District: The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

CLOSING DATE : 08 November 2024

NOTE : Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from www.gov.za. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated, and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be fully completed. In Part B, all fields must be completed in full except the following: **South African applicants need not provide passport numbers.** If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check, and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

NB : Applicants who will respond to this circular through <http://erecruitment.limpopo.gov.za> website, should upload a detailed CV together with a prescribed 2021 Z83 form and follow the above instructions on completion of the Z83.

Note: The full contents of the advertised posts will be posted on the following websites: www.ldard.gov.za www.dpsa.gov.za / and www.limpopo.gov.za


Mr. NOWATA MSJ
ACTING HEAD OF DEPARTMENT

15/10/2024
DATE

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

- POST** : **STATE VETERINARIAN (REF NO: LDARD 1/9/2024) (01 POST)**
- SALARY** : R 849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE** : Waterberg District
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 8 qualification in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA and current registration with the South African Veterinary Council and a valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
- DUTIES** : Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.
- ENQUIRIES** : Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523
- POST** : **ENGINEER PRODUCTION GRADE A (REF NO: LDARD 2/9/2024) (01 POST)**
- SALARY** : R 833, 499 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
- CENTRE** : Capricorn District
- REQUIREMENTS** : Grade 12 Certificate plus an appropriate Engineering degree (B Eng/ BSC (Eng) in Engineering or equivalent qualification as recognised by SAQA. Three years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies, and Skills:** Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

- Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management
- DUTIES** : To perform all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Human capital development. Office administration and budget planning. Research and development. Assist with final certificate issued for infrastructure construction
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
- POST** : **ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (REF NO: LDARD 3/9/2024) (1 POST)**
- SALARY** : R552 081 per annum (Level 10)
- CENTRE** : Mopani District Office
- REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 7 in Agriculture or equivalent tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Agricultural Advisory environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, Division of Revenue Act, Public Finance Management Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997), Policies and Strategies: APAP, RAAVC, Limpopo Development Plan, National Policy on Comprehensive Producer Development Support. Project management skills, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.
- DUTIES** : Coordinate and conduct social facilitation and participatory community development processes. Facilitate skills development. Facilitate co-operation between communities and public and private sector organizations. Sensitize rural communities on rural development initiatives. Conduct household profiling services. Provide post settlement support services. Establish and strengthen existing institutions for socio-economic development. Intergovernmental coordination municipalities, provincial and national departments.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

ENQUIRIES : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 3228
and Ms. Hlungwani G Tel No: (015) 812 3211

POST : **ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES (REF NO: LDARD 4/9/2024) (1 POST)**

SALARY : R552 081 per annum (Level 10)

CENTRE : Waterberg South Central Zone

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 7 in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Compulsory registration with a professional body (e.g. SACNASP). A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication.

DUTIES : Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service center. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders.

ENQUIRIES : Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523

POST : **CONTROL VETENERINARY TECHNOLOGIST (REF NO: LDARD 5/9/2024) (01 POST)**

SALARY : R552 081 per annum (Level 10)

CENTRE : Lephale Laboratory

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

- REQUIREMENTS** : Grade 12 plus an appropriate minimum qualification NQF Level 6 in Veterinary Technology or equivalent appropriate tertiary qualification as recognised by SAQA. Registration with the South African Veterinary Council. A minimum of 6 years' experience in Veterinary Technologist. A Valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and Skills.** Computer literacy skills. Quality management skills. Managerial and supervisory skills
- DUTIES** : Undertake more advanced Veterinary Laboratory Diagnostic testing. Coordinate and supervise the activities of the Veterinary Technologists in the Laboratory. Ensure that Veterinary Technologists populate data bases with the latest information (e.g. LIMS) to provide national and provincial veterinary statistics. Act as Quality Control Officer for the Laboratory. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory .To perform all administrative and related functions in work-related issues.
- ENQUIRIES** : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587,
- POST** : **QUALITY ASSURANCE MANAGER (REF NO: LDARD 6/9/2024) (01 POST)**
(TWELVE MONTHS FIXED TERM CONTRACT)
- SALARY** : R552 081 per annum (Level 10)
- CENTRE** : Tompi Seleka College
- REQUIREMENTS** : Grade 12 plus an appropriate NQF Level 6 Professional qualification in Education/ Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three (03) years' experience at junior management level/ Assistant Director. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Knowledge in policy formulation, interpretation and implementation. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Sound knowledge of quality assurance. Planning & Organizing skills. Formal training and presentation skills. Computer proficiency skills will be tested. Knowledge of higher and further education accreditation system.
- DUTIES** : To manage all Agricultural Training Institute (ATI) policies. To ensure total quality assurance management systems and procedures. To coordinate accreditation processes with Council of Higher Education (CHE). Ensure accountability on quality planning. Ensure compliance with the accreditation requirements linked to curriculum and staff development. Coordinate all ATI committees and partnerships. Perform and oversee administrative and related functions.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **ENGINEERING TECHNICIAN (REF NO: LDARD 7/9/2024) (01 POST)**

SALARY : R371 253 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE : Waterberg District

REQUIREMENTS : Grade 12 plus a National Diploma or bachelor's degree in engineering or equivalent qualification as recognised by SAQA. Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician. 06 years' appropriate experience. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Project management, technical design and analysis knowledge, Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting networking. Professional judgement. Problem solving and analysis. Decision making Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising People management.

DUTIES : Manage and control the planning and design of infrastructure, irrigation and mechanization (including farm plans, surveying, irrigation schemes, pump houses, dams, soil conservation works, in roads, implements, sterilization plants etc.) in compliance with relevant legislation. Management technical support of infrastructure, irrigation and mechanization projects. Render a technical advisory service to stakeholders. Keep abreast of the applicable prescripts, policies, procedures, technologies, and new developments in the subject field. Perform administrative and related functions

ENQUIRIES : Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523

POST : **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT (REF NO: LDARD 8/9/2024) (01 POST)**

SALARY : R 444, 036 per annum (Level 09)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Financial Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3–5 years' experience at Supervisor level at Salaries or Payroll Management. Knowledge of BAS, Extensive Knowledge of PERSAL for Salaries Knowledge of VULINDLELA, valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and Skills** Knowledge of PFMA and Treasury

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

Regulations, Strong Financial Management Skills Good communication skills (verbal and written), problem solving, time management Computer skills (Excel and Word) Policy Analysis Skills Conflict Management Skills

DUTIES

: Authorization of salary related deductions. Authorization of salary related claims in line with the thresh hold in BAS and PERSAL. Conduct Staff Audits Authorize IRP5 reconciliations. Facilitate certification of Payroll. Perform monthly reconciliation to Treasury. Preparation of monthly PERSAL and BAS Reconciliation Preparation of salary ACB transactions. Compilation of all salary related journals. Preparation of salary related quarterly and annual accruals. Compilation of Interdepartmental Age Analysis reports. Clearing of suspense Account Perform Tax reconciliations. Update, correct and print IRP5's. Perform Tax recalculation for gratuity payments .Handling of PERSAL related credit transfers. Lifting of item and Aggregate limits. Correction of CSV validation errors. Monthly submissions of SARS returns (EMP201)Bi-Annual and Annual submission of SARS returns (EMP501)PERSAL Controller .Supervision of Staff

ENQUIRIES

: Mr. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST

: **ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT (REF NO: LDARD 9/9/2024) (01 POST)**

SALARY

: R 444, 036 per annum (Level 09)

CENTRE

: Capricorn District

REQUIREMENTS

: Relevant tertiary qualification with NQF 6 in Public Management, HRM, Record Management or equivalent appropriate relevant tertiary qualification as recognised by SAQA. 3-5 years relevant experience in Facilities and Record Management. A valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and Skills** Management Knowledge. Policy interpretation, Knowledge of record management, Project Management, Leadership skills. Facility Management, Human Resource Management, Change Management, Communication skills and Computer literacy.

DUTIES

: Provide general records management, Provide Human Resource records management, Render registry and messenger services, Render logistical support services and Render facility management.

ENQUIRIES

: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

- POST** : **VETERINARY TECHNOLOGIST (REF NO: LDARD 10/9/2024) (01 POST)**
- SALARY** : R376,413 per annum (Level 08)
CENTRE : Mokopane Laboratory
REQUIREMENTS : Grade 12 plus an undergraduate qualification NQF level 6 in Veterinary Technology. Current proof of registration with the South African Veterinary Council as Veterinary Technologist. A minimum of one (1) year experience in Veterinary Laboratory. Valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology.
- DUTIES** : The incumbents must render a technical support service to the laboratory veterinarian, which includes the doing of serological, histological, biochemical and toxicological analysis, as well as the identification of microorganisms, internal and external parasites. Information management. Analyse and interpret laboratory diagnostic tests results. Review and verification of laboratory test results. Participate in the compilation of SOP's and implementation of approved SOP's in accordance with the applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section.
- ENQUIRIES** : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST** : **AGRICULTURAL ADVISOR: EXTENSION AND ADVISORY SERVICES (14 POSTS)**
- SALARY** : R376,413 per annum (Level 08)
CENTRE : Sekhukhune South Central (**Ref No: LDARD 11/9/2024**) (02 posts)
Capricorn East (**Ref No: LDARD 12/9/2024**) (02 post)
Capricorn South (**Ref No: LDARD 13/9/2024**) (03 post)
Vhembe Central (**Ref No: LDARD 14/9/2024**) (3 post)
Vhembe West (**Ref No: LDARD 15/9/2024**) (3 post)
Mopani East (**Ref No: LDARD 16/9/2024**) (1 post)
- REQUIREMENTS** : Grade 12 plus an appropriate minimum qualification NQF Level 8 in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) or other applicable and recognized statutory body. A valid driver's license (with exception of people with disabilities). **Knowledge, Competencies, and Skills:** Computer skills. Knowledge of extension methodology. Communication/presentation skills.
- DUTIES** : To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Render scientific

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, LRAD etc.) and also assist with planning, advice and after care. Promote sustainable production of Agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.

ENQUIRIES : Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
Vhembe District: Mr. Nemukondeni TC Tel No: (015) 9632006, Ms. Rathogwa MM Tel No: (015) 9632006
Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 3228 and Ms. Hlungwani G Tel No: (015) 812 3211

POST : **AGRICULTURAL ADVISOR / LECTURER: ANIMAL PRODUCTION (REF NO: LDARD 17/9/2024) (01 POST)**

SALARY : R 376, 413 per annum (Level 08)
CENTRE : Tompi Seleka College of Agriculture

REQUIREMENTS : Grade 12 plus an appropriate minimum qualification NQF Level 8 in Agriculture in Animal Production /Science or equivalent appropriate tertiary qualification as recognised by SAQA. minimum of two (02) years' experience in Animal Production. Teaching experience will be an added advantage. **Knowledge, Competencies and Skills:** Advanced communication/Presentation skills. Knowledge of project planning and management. Computer literacy skills. Problem solving and conflict management skills. Planning and organizing skills. Ability to work with people of diverse culture and communicate and interact at various levels. Good verbal and written communication skills. Ability to travel, work under pressure and beyond normal working hours.

DUTIES : Provision of lectures in large and small ruminants (Beef and small stock production and other animal science related modules/subjects). Provide lectures to Diploma students and farmers. Help during selection, admission and orientation of first year students. Research information on the internet and library. Prepare learner, practical, workbook, facilitator guide and lesson plan. Prepare tests, assignments, quiz, tutorial and their memorandums. Prepare examination and

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

reexamination question papers. Mark tests, assignment scrips and prepare semester and final mark. Invigilates during tests and examinations. Providing counselling, mentoring, coaching, and parental and pastoring roles. Placing and monitoring of students on work integrated learning/experimental learning. Marking or assessment of work integrated learning/Experiential learning reports. Conducting outreach service. Assist Head of Department - Animal Production in work-related issues.

ENQUIRIES : Mr. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mthapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST : **ANIMAL HEALTH TECHNICIAN (02 POSTS)**

SALARY : R 376, 413 per annum (Level 08)
CENTRE : Capricorn Northwestern (**REF NO: LDARD 18/9/2024**) (01 Post)
Mopani West (**REF NO: LDARD 19/9/2024**) (01 Post)

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). No experience required. **Knowledge, Competencies, and Skills:** Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.

DUTIES : To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.

ENQUIRIES : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619.
Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

POST : SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING (REF NO: LDARD 20/9/2024) (01 POST)

SALARY : R 376 413 per annum (Level 08)

CENTRE : Vhembe District

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognized by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities)). **Knowledge, Competencies and Skills:** Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS, BAS and PERSAL system. Knowledge of finance, administration, planning and organizing, budgeting. Interpersonal and computer literacy skills. communication (verbal and written) skills.

DUTIES : Development and review of SCM policies and procedures. Responsible for the full Supply Chain Management procedures 'from demand management through to monitoring and contract management 'Administer and implement procurement in terms of the Procurement Plan, preferential procurement regulations, Supply Chain Management regulations and other legislated requirements. Compilation, implementation and reporting on the operational and risk plans related to Supply Chain Management. Monthly reporting includes but is not limited to relevant disclose notes. Responsible for the compiling and controlling of the business unit budget, managing all personal matters in the business unit and ensure timeous and correct payments of suppliers. Ensure and uninterrupted flow of goods and services of all users.

ENQUIRIES : Mr. Nemukondeni TC Tel No: (015) 9632006, Ms. Rathogwa MM Tel No: (015) 9632006

POST : SENIOR ADMINISTRATIVE OFFICER: DISASTER COORDINATION (REF NO: LDARD 21/09/2024) (01 POST)

SALARY : R 376 413 per annum (Level 08)

CENTRE : Sekhukhune District

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Land use planning, Agricultural Engineering Sciences, Civil engineering, Environmental or equivalent appropriate tertiary qualification as recognized by SAQA. A valid Driver s license (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Knowledge of GIS application and other satellite data, Understanding of governmental service delivery environment, teamwork, PFMA, LRA, IDPS, LEGDP, Land care, Conflict Resolution, Community development. Good interpersonal relation skill, computer proficiency, Report writing skill, Communication skills

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

| | | |
|---------------------|---|---|
| <u>DUTIES</u> | : | Support/ Facilitate Implementation of integrated sustainable land use planning. Awareness Campaign on disaster risk reduction in the district. Implement disaster management programmes. Facilitate implementation of soil conservation services. Monitoring and evaluation of projects implementation. Facilitate and control extension services on Landcare. |
| <u>ENQUIRIES</u> | : | Ms. Laka MA Tel No: (015) 632 7000 or Ms.Mphahlele RS Tel No: (015) 632 7000 |
| <u>POST</u> | : | <u>SCIENTIFIC TECHNICIAN GRADE A (REF NO: LDARD 22/9/2024) (01 POST)</u> |
| <u>SALARY</u> | : | R371,253 per annum (OSD), all-inclusive package to be structured in Accordance with OSD dispensation. |
| <u>CENTRE</u> | : | Towoomba Research Centre |
| <u>REQUIREMENTS</u> | : | Grade 12 plus a Diploma in Science or relevant/equivalent qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis. |
| <u>DUTIES</u> | : | To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587 |
| <u>POST</u> | : | <u>REGISTRY CLERK (SUPERVISOR): FACILITIES AND RECORD MANAGEMENT (REF NO: LDARD 23/9/2024) (01 POST)</u> |
| <u>SALARY</u> | : | R 308 154 per annum (Level 07) |
| <u>CENTRE</u> | : | Waterberg District Office |

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

REQUIREMENTS : Grade 12 Certificate or equivalent appropriate qualification as recognised by SAQA. A minimum of three years' experience in registry with a valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good verbal and written communication skills, Interpersonal relations skills, Flexibility, Teamwork, Computer proficiency, Planning and organizational skills. Communication skills. Interpersonal skills. Report writing skills. Knowledge of Batho Pele Principles.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and/disposal. Supervise human resource/staff.

ENQUIRIES : Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523

POST : **ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION (REF NO: LDARD 24/9/2024) (01 POST)**

SALARY : R 308 154 per annum (Level 07)

CENTRE : Mopani District Office

REQUIREMENTS : Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/ Human Resource Development/ Social Science / Psychology Qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 2 to 3 years' experience. PERSAL Certificate/ Results. A valid driver's licence (with exception of people with disabilities). **Knowledge, Competencies and Skills:** Public Service Regulations. Public Service Act, EEA. Able to handle confidential information. Knowledge of Persal System. Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and software. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles

DUTIES : Provide Safety, Health, Environment and Special Program Services. Provide HIV / AIDS, HAST, Cancelling and Health Productivity Management Services. Provide employee health and Wellness Service. Provide Performance Management and Development System Service. Provide Human Resource Training and Development Services. Capturing of Quarterly Mid / Annual Terms into the PERSAL System. Render Administrative Support Services

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

ENQUIRIES : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 3228 and Ms. Hlungwani G Tel No: (015) 812 3211

POST : **ARTISAN PRODUCTION GRADE A (02 POSTS)**

SALARY : R 230,898 per annum (OSD).

CENTRE : Capricorn District Office (**Ref No: LDARD 25/9/2024**) (01 Post)

Waterberg District Office (**Ref No: LDARD 26/9/2024**) (01 Post)

REQUIREMENTS : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). **Knowledge, Competencies and Skills:** Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process. knowledge and skills. Technical analysis knowledge. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing

DUTIES : To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative related functions. Maintain expertise. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523

POST : **REGISTRY CLERK (REF NO: LDARD 27/9/2024) (01 POST)**

SALARY : R216 417 per annum (Level 05)

CENTRE : Capricorn District Office

REQUIREMENTS : Grade 12 certificate or equivalent qualification as recognized by SAQA. **Knowledge, Competencies, skills:** Knowledge of registry responsibilities,

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

practices as well as the ability to capture data, and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills. Report writing. Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.

DUTIES : Provide registry services. Provide human resource services. Handle incoming and outgoing correspondence. Render effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

POST : **SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT (REF NO: LDARD 28/9/2024) (1 POST)**

SALARY : R216 417 per annum (Level 05)

CENTRE : Capricorn District Office

REQUIREMENTS : Grade 12 or equivalent qualification as recognized by SAQA.

Knowledge, Competencies and skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.

DUTIES : To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

POST : **SUPPLY CHAIN CLERK: PURCHASING MANAGEMENT (REF NO: LDARD 29/9/2024) (2 POSTS)**

SALARY : R216 417 per annum (Level 05)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 or equivalent qualification as recognized by SAQA.

Knowledge, Competencies and skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.

DUTIES : To administer database, specifications, purchase orders and accounts payables. Administration of specifications. Administer capturing of order on Logis system. Administration of official purchase orders. Facilitating payments of suppliers on LOGID and BAS system.

ENQUIRIES : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST : **FINANCE CLERK: FINANCIAL AND MANAGEMENT ACCOUNTING (REF NO: LDARD 30/9/2024) (02 POSTS)**

SALARY : R 216,417 per annum (Level 05)

CENTRE : Sekhukhune District

REQUIREMENTS : Grade 12 certificate or equivalent qualification as recognized by SAQA. **Knowledge, Competencies and skills:** Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Computer operating skills. Planning and organization. Language proficiency. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.

DUTIES : Render Financial Accounting Transactions. Perform Salary Administration Support Services. Perform Bookkeeping Support Services. Render Budget Support Services. Receiving of Payment Vouchers. Capturing of Payment Vouchers. Control of Payment Vouchers. Dispatch proof of Payment Vouchers. Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Liaise with internal and external clients with matters concerning revenue and debt. Render Administrative Support Services.

ENQUIRIES : Ms. Laka MA Tel No: (015) 632 7000 or Ms.Mphahlele RS Tel No: (015) 632 7000

POST : **DRIVER/ MESSENGER (01 POST)**

SALARY : R183 279 per annum (Level 04)

CENTRE : Sekhukhune District (Ref No: LDARD 31/9/2024)

REQUIREMENTS : Grade 10 qualifications or equivalent qualifications as recognised by SAQA. A valid driver s licence with PDP (with exception of people with disabilities).

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

Knowledge, Competencies, and Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of the motor vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.

ENQUIRIES : Ms. Laka MA Tel No: (015) 632 7000 or Ms.Mphahlele RS Tel No: (015) 632 7000

POST : **ANIMAL HEALTH ASSISTANT (03 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Vhembe Central (**Ref No: LDARD 32/9/2024**) (01 Post)
Vhembe West (**Ref No: LDARD 33/9/2024**) (01 Post)
Mopani West (**Ref No: LDARD 34/9/2024**) (01 Post)

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. A valid driver's license (with exception of people with disabilities). **Knowledge, Competencies and skills:** Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.

DUTIES : Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.

ENQUIRIES : Mr. Nemukondeni TC Tel No: (015) 9632006, Ms. Rathogwa MM Tel No: (015) 9632006

POST : **SWITCHBOARD OPERATOR (02 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Mara Research Centre (**Ref No: LDARD 35/9/2024**) (01 Post)
Mopani District Office (**Ref No: LDARD 36/9/2024**) (01 Post)

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. **Knowledge, Competencies, and Skills:** Able to operate switchboard machines. Able to

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

- handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.
- DUTIES** : Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Identify and report telephone faults to the supervisor.
- ENQUIRIES** : Mara Research Centre: Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 3228 and Ms. Hlungwani G Tel No: (015) 812 3211
- POST** : **LIBRARY ASSISTANT (REF NO: LDARD 37/9/2024) (01 POST)**
- SALARY** : R155 148 per annum (Level 03)
- CENTRE** : Madzhivhandila College of Agriculture
- REQUIREMENTS** : Grade 12 plus an equivalent qualification as recognised by SAQA. In-Service training in Library and Information Studies. A study towards a degree in Library and Information Science shall be an added advantage. **Knowledge, Competencies and Skills:** Sound and in-depth knowledge of computer literacy. Thorough knowledge of Library Policy and Copyright Act. Knowledge of computers, the internet, and commercially available library management system or software. A strong written and oral communication skills. Knowledge of library policies and procedures. Fluency in English. Customer service oriented. Passionate about reading and learning. Ability to adapt to new tools, systems and resource evaluation. Ability to promote information and information dissemination.
- DUTIES** : Perform ordering and acquisitions of library materials including subscriptions to electronic databases. Loan library materials such as books, DVDs and electronic materials to patrons and collect the returned materials. Assist in cataloguing, classification and maintain library materials. Organise and re-shelve returned library materials. Teach library patrons how to use the library resources (library induction). Answer reference questions at reference desk, this includes walk-in patrons, phone reference and reference assistance by appointment. Assist library patrons with use of library computers. Lending library materials (books, series, sound, recordings, moving images, cartographic, electronic materials, etc.).
- ENQUIRIES** : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

| | | |
|----------------------------|---|---|
| <u>POST</u> | : | <u>PHOTOCOPIER OPERATOR (REF NO: LDARD 38/9/2024) (01 POST)</u> |
| <u>SALARY</u> | : | R131 265 per annum (Level 02) |
| <u>CENTRE</u> | : | Capricorn East |
| <u>REQUIREMENTS</u> | : | Grade 8 certificate or equivalent qualification. Knowledge, Competencies and skills: Knowledge of operating office machine or equipment's. Report writing skills, computer skills, problem solving skills. Ability to communicate with stakeholders at all levels. Computer literacy will be tested. |
| <u>DUTIES</u> | : | To provide photocopier services. Operate the photocopier and fax machines. Binding and laminating documents. Provide counter service. Perform minor maintenance on the photocopier machine. Make requisition for photocopying materials. |
| <u>ENQUIRIES</u> | : | Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619 |
| <u>POST</u> | : | <u>CLEANER (03 POSTS)</u> |
| <u>SALARY</u> | : | R131 265 per annum (Level 02) |
| <u>CENTRE</u> | : | Sekhukhune East (Ref No: LDARD 39/9/2024) (1 post) Sekhukhune West (Ref No: LDARD 403/9/2024) (1 post) TOMPI Seleka College (Ref No: LDARD 41/9/2024) (1 post) |
| <u>REQUIREMENTS</u> | : | Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment. |
| <u>DUTIES</u> | : | Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment. |
| <u>ENQUIRIES</u> | : | Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 |

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

- POST** : **FARM AID (03 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : Madzivhandila College of Agriculture (**Ref No: LDARD 429/2024**) (01 post)
Towoomba Research Centre (**Ref No: LDARD 43/9/2024**) (1 post)
Mara Research Centre (**Ref No: LDARD 44/9/2024**) (1 post)
- REQUIREMENTS** : Basic literacy and numeracy (ABET/ AET level 2) or equivalent qualification as recognised by SAQA. **Knowledge, Competencies, and Skills:** Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
- DUTIES** : To perform routine manual farming activities. Perform routine activities in respect of crop production. Perform routine activities in respect of livestock. Perform general routine activities. Perform general routine activities in respect of infrastructure.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST** : **GENERAL WORKER (REF NO: LDARD 45/09/2024) (01 POST)**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : Vhembe Central
- REQUIREMENTS** : ABET, AET Level 4/ Grade 9 or equivalent qualification as recognised by SAQA. **Knowledge, Competencies, and Skills.** Basic numeracy. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations.
- DUTIES** : Maintenance of grounds and gardens. Maintenance and safekeeping of gardening equipment. Cleaning and maintenance of laboratory equipment and stores. Removing garbage and empty boxes. Moving equipment and furniture as required. Cleaning of laboratory service vehicles. Assist in receiving stock and goods. Reporting of losses/damages to equipment
- ENQUIRIES** : Mr. Nemukondeni TC Tel No: (015) 9632006, Ms. Rathogwa MM Tel No: (015) 9632006

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR NO. 36 OF 2024.

| | | |
|----------------------------|---|---|
| <u>POST</u> | : | <u>GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (05 POSTS)</u> |
| <u>SALARY</u> | : | R131 265 per annum (Level 02) |
| <u>CENTRE</u> | : | Vhembe Far North (REF NO: LDARD 46/9/2024) (01 Post) Mopani North (REF NO: LDARD 47/9 /2024) (04 Post) |
| <u>REQUIREMENTS</u> | : | Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge and experience in Security Services will be an added advantage. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Good interpersonal relations. Report writing. |
| <u>DUTIES</u> | : | To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate and dispose of products. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Kep register for quarantined animals. Keep register for vehicle movement. |
| <u>ENQUIRIES</u> | : | Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007 Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275 |