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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 27 OF 2025
DATE ISSUED 01 AUGUST 2025**

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENT

PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER: Kindly note that the post of Director: Stakeholder Management, Cooperative Governance and Protocol in the Office of the Premier advertised in the Public Service Vacancy Circular 26 dated 25 July 2025 with the closing date 08 August 2025, the reference number was erroneously captured as Ref: NWP/OOP/2023/47. The correct Reference number is REF NO: NWP/OOP/2025/47.

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (PDARD)

APPLICATIONS**Application Procedure:**

Free State Province: Email: recruitment@dard.gov.za for attention Ms S Hlekiso or hand delivered at Admin Building, 1st Floor, Room 228, Glen College of Agriculture, Glen, for attention Ms S Hlekiso.

Gauteng Province: please apply online at <http://professionalljobcentre.gov.za> or Hand Deliver at Ground floor, Main entrance 56 Eloff Street, Umnotho House Johannesburg.

KwaZulu Natal Province: Email: kznjobssouth@dard.gov.za or hand delivered at the following stations: Cedara Office Reception (Head Office) at 01 Cedara Road, Pietermaritzburg or South Service Centre Offices (Hilton) at 4 Pin Oak Avenue, Hilton or North Service Office (Richards Bay) at Lot 11634, Corner of Verbena and Aloe Loop Street, Veld 'n Vlei, Richards Bay.

Mpumalanga Province: Email: Applications quoting relevant reference number should either be hand delivered, posted or e-mailed to the following addresses: For Head Office: to the Director: Human Resource Management & Development, Samora Machel Building, Private Bag X 11219, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ho@mpg.gov.za.

Ehlanzeni District Office: to the District Director, Block 4, Aqua Street, PO Box 266, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ehls@mpg.gov.za.

Bohlabela District Office: to the District Director, 101 Main Road, Private Bag X1321, Thulamahashe, (1365) or Email: dardlearecruitment-ehln@mpg.gov.za.

Gert Sibande District Office: The District Director, 44 Church Street, Private Bag X 9071, Ermelo (2350) or Email: dardlearecruitment-gs@mpg.gov.za.

Nkangala District Office: to the District Director, Ebhudlweni Building, Government Complex, Private Bag X 4017, KwaMhlanga (1022) or Email: dardlearecruitment-nka@mpg.gov.za.

Northern Cape Province: Email: blommiejacobs@ncpg.gov.za or tpika@ncpg.gov.za or Private Bag X5018, Kimberley, 8301 or Hand Deliver to: 162 George Street, Kimberley, 8301

North-West Province: Email: Dardrecruitment-HO@nwpg.gov.za for Attention: Ms. Keneilwe Modiegi or hand delivered to the Director Human Resource Management, Department of Agriculture and Rural Development, Ngaka Modiri Molema District Office, (Training Centre Building), Corner Onkgopotse Tiro Road Mmabatho

Western Cape Province: Western Cape Department of Agriculture: Candidates are to only use the online application portal at www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>

**CLOSING DATE
NOTE**

15 August 2025 at 16:00

Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. 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. 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 which may be submitted as per the instruction in the application procedure. Note only the Z83 and detailed Curriculum Vitae should be attached. The Department of Agriculture and Rural Development will not be held responsible for server delays where applicants are permitted to use the e-recruitment system. Certified copies of Identity Document, Grade 12 Certificate, highest required qualifications and proof of professional registration as well as a driver's licence, 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). All shortlisted candidates are required to undertake two pre-entry assessments. One will be a practical assessment and the other will be an integrity (Ethical Conduct) assessment. Selection committees will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. Important: PDARD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in PDARD through the filling of posts. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the PDARD assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc), and storage of your personal information for recruitment and selection-related activities only. The PDARD is committed to safeguarding your privacy and maintaining the trust you place in us. 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. PDARD 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 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 POST

<u>POST 27/01</u>	<u>ASSISTANT AGRICULTURAL PRACTITIONER (X231 POSTS)</u> (7 Provinces) Three (3) years fixed term contract (Placement will be done according to the allocated number of posts in the province).
<u>SALARY CENTRE</u>	R193 359 per annum, (plus 37% in lieu of benefits) Free state Province Ref No: FSDARD01/2025 (X36 Posts) Gauteng Province Ref No: GDARD2025/01 (X44 Posts) KwaZulu Natal Province Ref No: KZNDARD01/2025 (X34 Posts) Mpumalanga Province Ref No: MPDARD01/2025 (X52 Posts) Northern Cape Province Ref No: NCDARD01/2025 (X30 Posts) North-West Province Ref No: NWDARD01/07/2025 (X21 Posts) Western Cape Province Ref No: WCDARD01/2025 (X14 Posts)
<u>REQUIREMENTS</u>	A three-year Diploma in Agriculture (NQF level 06 or higher). Compulsory registration with South African Council for Natural Scientific Professional (SACNAP). No Experience Required. A valid code B driver's license. Knowledge, Competencies and skills: Knowledge of extension methodology, good communication skills (verbal and written), basic reporting skills, a basic level of public speaking, understanding of group dynamics and the ability to communicate with clients and farmers. Applicants must be prepared to physically visit farmers (farms or projects) within the areas where they will be placed.
<u>DUTIES</u>	To assist in rendering general agricultural advice to internal and external clients and to ensure sustainable development. Assist in demonstration of farming methods, to ensure efficient utilization resources like soil, water, veld, money, and others. Assist in organizing farmers day and information sessions etc. Assist in conducting farm visits and use visitation tools for impact assessment and the development of farm business plans. Source technical and functional

input from specialists as required by producers. Assist in providing clients with information concerning financial assistance. To assist in providing technical support on all agricultural projects, food security initiatives, and land development support programs, assist with planning, advice, facilitation of training and after-care. Assist in identification and mobilize interest groups to form entities or institution. Assist in organizing meetings to identify training needs. Assist to facilitate capacity building and provide aftercare. Assist in the facilitating the development and implementation of business plans. Assist in the establishment and revival or inactive projects. Assist in establishing and maintaining home gardens. To assist in promoting a pluralistic approach and partnerships with relevant agricultural stakeholders and organized agriculture. Assist in gathering and analyzing relevant information, assist with identification of problems areas and prioritization thereof, e.g. conduct extension surveys. Assist to facilitate the establishment of cooperatives, farmer's associations, interest groups etc. To assist in the promotion of sustainable production of agricultural products thus working with Agricultural advisors. Facilitate the identification of real and perceived needs. Establish structures to address the needs identified. Assist in building capacity of clients in to enable them to fulfil their own needs. Assist in providing inputs for the implementation of best practice, technologies, and latest trends. Support the implementation of programs. Assist in evaluating the success / effectiveness of production systems. Provide continuous support to ensure sustainable production. Perform administrative and related functions. Study technological advances and best practices to enable him / her to perform the extension function according to the required standards. Keep relevant database up to date (including a register of farmers within the area of operation). Compile and submit monthly and quarterly reports. Comply with the Public Service prescripts, departmental policies, procedures, technologies, and new developments to be able to render efficient and effective extension services. Safe keeping physical assets (where applicable).

ENQUIRIES

: **Free state Province:** Ms NF Ngulube at (079) 228 1042
Gauteng Province: Ms Gugu Nevondo at 072 756 5262
KwaZulu Natal Province: Mr NL Ntshangase Tel No: (033) 343 8133 or Mrs. RN Ndwandwe Tel No: (033) 343 8498
Mpumalanga Province: Ms. S.P Shongwe Tel No: (013) 766 6003 or Ms. N.E Hlatshwayo Tel No: (013) 766 6110
Northern Cape Province: Ms L. Phayane Tel No: (067)166 2580
North-West Province: Ms K Modiegi, Tel No: (018) 384 3134
Western Cape Province: Mr JD Aries Tel No: (021) 808 5103

NOTE

: Candidates are encouraged to only apply within their own area and must indicate their province of preference for placement purposes. Preference will be given to youth, woman and people living with disabilities.