

Erratum for Advertised Posts on 31 July 2022



POST: DEPUTY DIRECTOR: RECORDS MANAGEMENT & AUXILIARY SERVICES
DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
SALARY: R744 255 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE
CENTRE: HEAD OFFICE (MBOMBELA)
REF NO: DARDLEA/22/07/27

POST: DEPUTY DIRECTOR: MISCONDUCT
DIRECTORATE: LABOUR RELATIONS
SALARY: R744 255 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE
CENTRE: HEAD OFFICE (MBOMBELA)
REF NO.: DARDLEA/22/07/28

ENQUIRIES: Ms. SP Shongwe: 013 766 6003 or Mr. MT Mbuyane: 013 766 6147 or Ms. NF Mgiba: 013 766 6476 or Ms. YH Morele: 013 766 6068

APPLICATIONS: Applications quoting relevant reference, should be forwarded as follows: For **HEAD OFFICE:** to the Acting Director: HRM&D, Department of Agriculture, Rural Development, Land and Environmental Affairs, Mpumalanga Province, Private Bag X 11219, 1200 or hand delivered to Samora Machel Building, No. 7 Government Boulevard, Riverside Park, Extension 2, Mbombela, (1200). Email: dardlearecruitment-ho@mpg.gov.za. For **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. For **BOHLABELA DISTRICT OFFICE:** to the District Director, 101 Main Road, Private Bag X1321, Thulamahashe, (1365) or Email: dardlearecruitment-ehln@mpg.gov.za. For **GERT SIBANDE DISTRICT OFFICE:** The District Director, 44 Church Street, Private Bag X 9071, Ermelo (2350) or Email: dardlearecruitment-gs@mpg.gov.za. For **NKANGALA DISTRICT OFFICE:** to the District Director, Building 16, Government Complex, Private Bag X 4017, KwaMhlanga (1260) or Email: dardlearecruitment-nka@mpg.gov.za. Please ensure that you email your application to the relevant email.

CLOSING DATE: 19 August 2022 at 16:00

NOTE: Applications must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualifications as well as a driver's license 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 SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants should ensure that they submit their applications on or before the closing date as no late applications will be considered. If you apply for more than 1 post, 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 is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. NB: 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. DARDLEA 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. The requirements for appointment at Senior Management Service (SMS) include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Failure to do this will result in the application being disqualified. The first two recommended MMS and SMS candidates will be subjected to a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. **IMPORTANT:** DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DARDLEA through the filling of posts. The Department reserves the right not to fill a position.

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<https://dardlea.mpg.gov.za>