





**CHIEF FINANCIAL OFFICER** 

CENTRE

CHIEF DIRECTORATE FINANCIAL MANAGEMENT SERVICES SALARY

R1 269 951.00 PER ANNUM (LEVEL 14). ALL-INCLUSIVE REMUNERATION PACKAGE

**DARDLEA/22/07/01** 

REQUIREMENTS: Applicants must be in possession of a NQF level 8 qualification in Financial Management/Financial of Business Management as recognised by SAQA. A Master's Degree (NQF Level 9) will be an added advantage. Extensive experience in the field of Finance with a minimum of a 5 years in a Senior Management position.

SKILLS AND COMPETENCIES: Knowledge and working experience of Government financial and non-financial systems. Extensive working experience related to management of a commercial finance function, preparation and management of strategic plans business plans and budgeting as well as implementing internal systems and control to ensure sound financial management. Knowledge of the legislative framework of the Public Service in terms of financial management i.e. Public Finance Management Act, Treasury Regulations, Procurement Directives and other Public Service Regulatory Framework. Core Management Competencies i.e. strategic management and Leadership capabilities. Knowledge in financial planning, budgeting, sound management, planning, organizing, as well as policy development. A valid

DUTIES: Establish and maintain effective, efficient and transparent systems related to financial, risk management, internal control in accordance with the PFMA and Treasury Regulations as well as procurement and provisioning systems which if fair, equitable transparent, competitive and cost effective. Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure. Ensure adherence to asset management, the liabilities of the department and compliance to any tax, levy, duty, pension and audit commitments required by legislation. Enforce compliance with any prescribed conditions related to financial and supply chain management. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of the department including conditional grant budget provisions. Prepare report related to any unauthorized, irregular or fruitless and wasteful expenditure and take 126 appropriate disciplinary steps against any official who contravene of fail to comply. Responsible to maintain proper record of the departments' financial affairs in accordance with prescribed norms and standards and submission/available of these report to all relevant role-players e.g. executive authority, Provincial Treasury, Audit General etc. Manage all actions relating to the transfer of assets and liabilities to another department/institution. General management of human resource, finance to ensure effective functioning of finance and supply chain management Directorates as well policy development and to monitor implementation thereof within the department. Responsible for effective, Efficient, Economical and transparent use of resources. Provide proper Risk Management.

CHIEF DIRECTORATE **SALARY** 

CHIEF DIRECTOR: RURAL DEVELOPMENT, LAND AND AGRARIAN REFORM RURAL DEVELOPMENT, LAND AND AGRARIAN REFORM

R1 269 951.00 PER ANNÚM (LEVEL 14). ALL-INCLUSIVE REMUNERATION PACKAGE

**HEAD OFFICE CENTRE REF NO DARDLEA/22/07/02** 

REQUIREMENTS: Applicants must be in possession of a relevant NQF level 8 qualification recognisable by SAQA. A Master's Degree (NQF Level 9) will be an added advantage. Extensive experience in Rural Development and Agrarian Reform programmes with a minimum of a 5

SKILLS AND COMPETENCIES: In-depth knowledge and proven strategic leadership and management skills. In-depth knowledge of extension methodologies of Rural Development and Land-reform. Sound knowledge of PFMA, PSR, PSA, LRA, Treasury Regulations and other Public Service Regulatory Framework. Core Management Competencies i.e. Strategic management and Leadership capabilities. Knowledge in financial planning, budgeting, sound management, knowledge management, report writing, facilitation, coordination, planning and organizing, diversity management. Good communication skills (written and verbal). Good Leadership skills, Good networking skills with different stakenolders. Computer Literacy (MS Word, Excel, PowerPoint, etc). Avalid driver's license.

DUTIES: Ensure proper coordination, development and management systems for sustainable delivery of comprehensive rural development programme in line with the outcome 7 delivery agreement. Ensure proper coordination, facilitation and development of strategies to ensure sustainable rural development and agrarian reform in Mpumalanga Province, especially the post settlement support for Land Reform projects. Coordinate and develop comprehensive support packages for new entrance to agriculture and ensure sustainable afloat of volatile climate Coordinate the development business ordinate and manage the implementation of all projects approved through the Comprehensive Rural Development Programme, Council of Stakeholders and included in Municipal IDPs. Coordinate and assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure that implementation meets programmes targets. Ensure that effective and participatory M&E systems are estáblished and implemented in decentralised manner. Be responsible for budgetary control thus ensure that expenditures of the Chief Directorate are in accordance with the vote of the Chief Directorate including conditional grants budget. Be responsible for effective, efficient, economical and transparent use of resources in the Chief Directorate.

SCIENTIFIC MANAGER GRADE B TECHNOLOGY TRANSFER SERVICES

**DIRECTORATE** SALARY

R1 106 814.00 PER ANNUM (OSD). ALL-INCLUSIVE REMUNERATION PACKAGE

**CENTRE** NOOITEDACHT (MSUKALIGWA)

DARDLEA/02/07/03

REQUIREMENTS: M.Sc. Degree in in Earth, Environmental Sciences, Natural Sciences or relevant qualification. Minimum 6 years Natural Scientific working experience gained after relevant B.Sc. Degree, with proven supervisory or mentoring experience. Registration with South African Council for Natural Scientific Professions (SACNASP) or relevant professional body.

**SKILLS AND COMPETENCIES:** Experience in information systems including applications in Geographical Information Systems (GIS), statistical or modelling environment. Ability to write high quality scientific and technical reports. IT skills related to GIS. Theoretical and practical knowledge of scientific methods and processes relevant to the Earth Sciences/ Environmental Sciences/Geography. Ability to service public and private sector as well civil society. Programme and project management. Good planning and organisational skills Understanding of the Subdivision of Agricultural Land Act (SALA), Spatial Data Infrastructure Act and related legislations. Good communication (verbal and written) skills. Avalid driver's license.

DUTIES: Provide strategic leadership and management for the GIS and Natural Resource Surveys services for the promotion of the natural resource management., of the: (a) Resource Inventory, whose primary responsibility is to render the development and management of GIS information and technology, and (b) Natural Resource Investigations, whose primary responsibility is to promote the protection and preservation of natural agricultural resources through the administration of SALA. Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction in aligning projects to departmental strategies. Lead, coordinate and develop scientific methodologies and models and regulatory frameworks by designing scientific methodology for the analysis of scientific data/models. Financial Management. People management.

**DIRECTOR: VETERINARY SPECIALIZED SERVICES** DIRECTORATE **VETERINARY SPECIALIZED SERVICES** 

R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** 

CENTRE **HEAD OFFICE (MBOMBELA) REF. NO** DARDLEA/22/07/04

**REQUIREMENTS**: Appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent) Degree and must be registered with the South African Veterinary Council as a veterinarian (copy of SAVC registration certificate, as well as a proof that registration is up to date, must be attached to the application). At least 5 years' relevant experience at middle management.

SKILLS AND COMPETENCIES: Understanding of Meat Safety Act 40 of 2000, Animal Diseases Act 35 of 1984, Animal Welfare Acts, Medicines and Related Substances Control Act 101 of 1965, Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947, and their relevant Regulations. Must have understating of accreditation and approval of veterinary laboratories. Organising skills programme and project management skills and financial management skills. Good verbal and written communication skills. Must be computer literate (MS Word, MS Excel and MS PowerPoint). Knowledge of Public Service-related legislation. A valid driver's license.

DUTIES: Management of Veterinary Public Health, Veterinary Clinical Services, Veterinary Laboratory Services and Veterinary Specialist Services. Ensure credible performance reporting of the Directorate. Management of human resources. Financial management of the Directorate. Ensuring all facilities of the Directorate are compliant with the South African Veterinary Council Standards and Regulations. Management of import and export functions rendered by the Directorate. Management of veterinary extension, liaison and training. Providing necessary support to other Programmes in the Department. Management of logistics of the Directorate. Ensuring revenue is collected and managed within the prescripts. Management of Compulsory Community Programme for Veterinary graduates in the Province.

**DIRECTOR ANIMAL HEALTH SERVICES** DIRECTORATE ANIMAL HEALTH SERVICES

R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** 

**CENTRE HEAD OFFICE (MBOMBELA)** REF. NO. DARDLEA/22/07/05

REQUIREMENTS: Appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent) degree and must be registered with the South African Veterinary Council as a veterinarian (copy of SAVC registration certificate, as well as a proof that registration is up to date, must be attached to the application). At least 5 years' experience at middle management. Proficient in MS Office.

SKILLS AND COMPETENCIES: Knowledge of Public Service-related legislation. Implementation of Animal Diseases Act 35 of 1984, Animal Welfare Acts, Medicines and Related Substances Control Act 101 of 1965, Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947 and their relevant Regulations. Implementation of animal identification programme. Management of animal health Programmes and Schemes. Organising skills, programme and project management skills and financial management skills. Good verbal and written communication skills. Must be computer literate (MS Word, MS Excel and MS PowerPoint). A valid driver's license.

DUTIES: Management of Animal Health Services in the Province. Management of animal health Programmes including dipping, inspections, primary animal health care, vaccination, disease surveillance and animal disease schemes. Ensuring credible performance reporting of the Directorate. Management of human resources. Financial management of the Directorate. Ensuring all facilities of the Directorate are compliant with the South African Veterinary Council Standards and Regulations. Management of import and export functions rendered by the Directorate. Management of veterinary extension, liaison and training. Management of logistics of the Directorate. Ensuring revenue is collected and managed within the prescripts.

DIRECTOR: CROP PRODUCTION (RESEARCH TECHNOLOGY AND DEVELOPMENT) DIRECTORATE RESEARCH AND STRUCTURED AGRICULTURAL TRAINING PROGRAMME R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** 

**HEAD OFFICE (MBOMBELA) CENTRE** REF NO. DARDLEA/22/07/06

REQUIREMENTS: Post graduate degree in Agriculture He/she at NQF level 8 as recognized by South African Qualifications Authority (SAQA). An MSc degree specializing in plant/crop production will be an added advantage. At least 5 years' experience in Middle Management Services (MMS). At least 5 years' experience working with Plant/Crop Production.

SKILLS AND COMPETENCIES: Strategic capability, leadership and management skills. Programme and project management, financial management, service delivery and innovation, problem-solving, analysis and change management. Must have facilitation and coordination skills. Must have a good understanding of agricultural sector development. Knowledge and application of the Public Service Act, Public Service Regulations Treasury Regulations, Public Private Partnership and other relevant prescripts. Must have good verbal and written commination skills to facilitate various collaborations with a variety of stakeholders and must be computer literate (MS Word, MS Excel and MS Power Point). Ability to apply time management principles and adapt to continuous changing environment. Sound knowledge of PFMA, PSR. PSA. LRA. IDP/LED pronouncement. Knowledge of Project Management, strategic planning, report writing, facilitation, coordination planning and organizing, diversity management and group dynamics. Knowledge of policy analysis and development. Computer literacy (MS Word, MS Excel and MS Power Point presentation). Good communication skills (written and verbal) and analytical skills. Scientific/Technical report writing and have published in scientific media. A valid driver's license.

**DUTIES:** The successful candidate will be reporting to the Chief Director: Research and Structure Training Programme. He/she will be responsible to provide strategic leadership and management of the Crop Research Directorate. Develop Crop research policies, strategies, processes and systems which will promote improved productivity in the province. To enhance productivity through developing appropriate cropping systems and recommending optimum production practices by producers. Ensure collaborations and partnerships with research institutions, industries, commodity organizations and academic institutions on research matters. Manage the publication and disseminating of research information and technologies. Ensure the participation of the department on research forums Provincial, National and International, Establish and maintain functional relationship with the farmer support services in the Districts and Local Municipalities. Ensure the implementation of national mandates pertaining to crop research and development. Manage the coordination of strategic, annual and operational planning processes of the Directorate. Manage the development and implementation of the Service Delivery Improvement Plan in the Directorate. Oversee the process of developing internal policies, systems, frameworks and guidelines in line with national policy guidelines /directives for all the functional areas of the post. Ensure effective human resource and financial management. Ensure compliance with Public Service prescripts, departmental policies as well as norms and standards for managing research and agricultural training

DIRECTOR: POLLUTION & WASTE MANAGEMENT POLLUTION & WASTE MANAGEMENT DIRECTORATE

SALARY CENTRE R1 073 187 PER ANNUM, (ALL-INCLUSIVE REMUNERATION PACKAGE)

**HEAD OFFICE** REF NO DARDLEA/22/07/07

**REQUIREMENTS:** A recognized Bachelor's degree in Environmental Sciences/ Chemistry/Natural Sciences or equivalent relevant qualification. Five (5) years' experience at Middle Management or Senior Management level. A postgraduate qualification will be an added advantage. Extensive experience in Waste and Air Quality Management field. Valid registration with EEPSA.

**SKILLS AND COMPETENCIES:** Extensive knowledge and understanding of the policy and legislative framework governing pollution and waste management; Environmental policy, legislation and regulation development; Air quality management planning; Understanding of Environmental issues relating to air and atmosphere; Understanding of government standard administrative procedures; Strategic Capability and Leadership experience; Business planning and budgeting methodologies. Understanding of HR practices and procedures. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Good interpersonal relations, report writing, well-developed communications skills, analytical thinking, and advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. The incumbent will be required to travel and must be able to work independently and efficiently under pressure. Proof of completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). A valid driver's license

DUTIES: To develop and implement systems for efficient and effective administration of waste and air quality management activities and licensing. To ensure that waste and air quality management activities licensing applications are processed effectively and efficiently. To ensure that licensing feedback mechanisms and monitoring tools are in place. To upgrade and update waste licensing database and ensure that it is integrated with other National Authorisation System and NAIS authorisation systems. To implement a system that will ensure effective response to waste management activities licensing queries. To continually upgrade waste licensing procedures and guidelines. To ensure the availability of waste licensing information on the South African Waste Information Centre website.

DIRECTORATE

DIRECTOR: LAND ADMINISTRATION LAND ADMINISTRATION R 1 073 187.00 PER ANNUM (LEVEL 13) (ALL-INCLUSIVE REMUNERATION PACKAGE) SALARY HEAD OFFICE (MBOMBELA) CENTRE

DARDLEA/22/07/08 **REF NO** 

**REQUIREMENTS:** Matric (grade 12) certificate plus Bachelor's degree (NQF 7) in one of the following fields: Agriculture, Rural Development, Town and Regional Planning, Urban Land Planning, Property Studies, Property Management. A post graduate Degree will have an added advantage. Minimum 10 years' relevant experience, of which 5 years' should be at MMS level in the agriculture, land reform or rural development at national, provincial or local sphere of government including private sector.

SKILLS AND COMPETENCIES: Knowledge and understanding of the following Acts and policies: Mpumalanga Land Administration Act, 1998 (Act 5 of 1998), Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA), Public Finance Management Act, No. 1 of 1999 (PFMA), as amended, National Treasury Regulations, Spatial Planning Land Use Management Act 16 of 2013 (SPLUMA), Deeds Registries Act No. 47 of 1937, Restitution of Land Rights Act No. 22 of 1994, Alienation of Land Act No. 68 of 1981 and any other applicable government policies and prescripts. Ability to work under pressure. Planning and organisational skills. Good client relations management. Conflict resolution and Negotiation skills. Willingness to travel extensively. High level of verbal and written communication skills. People management and development. Computer skills (Ms Word, Power Point and Excel). Good Communication, Interpersonal and Report writing skills. A valid driver's license.

**DUTIES:** Manage the Provincial Land Administration portfolio in line with Mpumalanga land Administration Act. Manage the commercial rental portfolio, establish and maintain tenants' database. Integrate all land administration activities within the province including acquisitions and disposals at district level. Administer land use (optimum utilisation) and land audit, which include administration of commercial leases and land rights. Liaise with relevant stakeholders regarding land requests and enquiries on state-owned land, including the land disputes. Manage the land rights, way-leave agreements and administration of commercial leases and registration of notarial leases at the Deeds Office. Manage the processes of surveying, rezoning and valuation of state owned properties. Manage the vesting process and attend the Provincial State Land Vesting and Disposal Committee (PSLVDC) meetings. Conduct land audit and ensure alternative optimum utilisation of state-owned properties (land/buildings). Liaise with relevant structure/stakeholders regarding acquisition of new properties and disposal of superfluous state properties. Prepare monthly and quarterly reports for Senior Management and adhoc reports to Provincial Treasury, Office of the Premier and various Provincial Legislature committees as and when required. Monitor and exercise control over the budget and expenditure for the Directorate. Manage the personnel within the Unit in line with the agreed Work Plans and Operational Plan and in terms of Performance Management and Manage the personnel within the Unit in line with the agreed Work Plans and Operational Plan and in terms of Performance Management and Development System (PMDS).

DIRECTOR: AGRICULTURAL ECONOMICS & BUSINESS DEVELOPMENT DIRECTORATE

AGRICULTURAL ECONOMICS & BUSINESS DEVELOPMENT
R1 057 326 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE
HEAD OFFICE (MBOMBÈLA) SALARY

CENTRE

DARDLEA/22/07/09

**REF NO** 

**REF NO** 

REQUIREMENTS: A 4 year's Bachelor's Degree (NQF 7) in Agricultural Economics, Economics, Agribusiness, Business Economics or equivalent qualification as recognized by the South African Qualifications Authority (SAQA) plus a minimum of 5 years' relevant experience at MMS level. A Master's degree in the Agricultural Economics will be an added advantage.

SKILLS AND COMPETENCIES: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Must have facilitation and coordination skills. Extensive knowledge of applicable legislation frameworks such as, Public Finance Management Act (PFMA), Public Service Regulations, Public Private Particular legislation System and other relevants and the Project Information System and other relevants in the Project Information System and Other Project Information System Information Must have excellent verbal, negotiation and written communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team and independently. Ability to operate Microsoft Office effectively (MS Word, MS Excel and MS Power Point). Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment. A valid driver's license.

DUTIES: A successful candidate will ensure the effective and efficient overall management of the Directorate. Ensure effective human resource and financial management. Develop policies, strategies and implementation of the agro-processing initiatives. Ensure the effective support of farmers through production economic and marketing services. Monitor the facilitation of farmers' compliance to food safety (SAGAP, HACCP etc.) Ensure the provision of BEE advisory service to agribusinesses. Manage, co-ordinate and facilitate the Government Nutrition Programme (GNP) in the province. Manage the co-ordination of strategic, annual and operational planning process of the Directorate. Manage the development and implementation of the Service Delivery Improvement Plan. Oversee the process of developing internal policies, systems, frameworks and guidelines/ directives for all the functional areas of the post. Participate in different forums that contribute towards development of agribusinesses. Co-ordination of Provincial administration, planning, budgeting, performance management and reporting.

DIRECTORATE

DIRECTOR: LABOUR RELATIONS LABOUR RELATIONS R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE HEAD OFFICE (MBOMBELA) SALARY

CENTRE **REF NO** DARDLEA/22/07/10

REQUIREMENTS: An appropriate Bachelor's Degree or Advanced Diploma (NQF level 7), as recognized by SAQA, in Labour Relations/Human Resource Management/Labour Law/LLB or equivalent qualification. A post-graduate relevant qualification and experience on Labour Relations matters will be an added advantage. A minimum of 5 years' experience (MMS level) in Labour Relations related fields' environment.

SKILLS AND COMPETENCIES: Sound knowledge of Labour Relations, Human Resource Management and Public Service prescripts which includes Collective Agreements. In depth knowledge of dispute resolution process / procedure in the PSBCBC, GPSSBC, ELRC and other related labour forums. Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, facilitation skills, verbal and written communication; Proven computer literacy, including advanced MS Word, MS Excel and MS Power Point including report writing and presentation skill. Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' license.

DUTIES: The successful candidate will be reporting to the Chief Director: Corporate Services and will be responsible to provide strategic and leadership direction in the Labour Relations Directorate. Manage relationships with recognized Trade Unions in ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise. Conduct research on collective bargaining trends and advise management on labour relations developments particularly where policy and procedural changes may be required. Represent the Department in conciliations and or mediation process and arbitrations hearings. Coordinate and manage employee disciplinary process, conflict resolution process and oversee dispute resolution. Manage relationships with recognized trade unions ensuring cordial and constructive interaction and acting as management representative in cases relating collective bargaining. Develop Labour Relations policies and procedure manuals in the Department in line with the relevant legislative frameworks. Ensure that line managers are effectively trained in handling labour relations matters. Develop and maintain labour relations service level agreements with internal and external stakeholders and represent the department in all Labour Relations Fora and ensure the effective, efficient and economical management and utilization of resources allocated to the Directorate as outlined in the legislative framework for good governance. Analyse Labour Relations data, identify trends, prepare and submit reports to the Executive Management. Management of human resources and finances of the Directorate

DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT HUMAN RESOURCE MANAGEMENT & DEVELOPMENT R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE DIRECTORATE :

SALARY **HEAD OFFICE (MBOMBELA)** CENTRE

**DARDLEA/22/05/11** 

REQUIREMENTS: An appropriate SAQA recognised Bachelor's Degree in Human Resource Management/ Public Management/Administration /Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. Proven managerial and service delivery competency.

SKILLS AND COMPETENCIES: Sound knowledge of the relevant Legislative frameworks pertaining to Human Resource Management and Development. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Service Conditions, Employees' Benefits administration, Performance Management, Human Resource Development and Skills Development. Planning, organising and project management skills. Ability to plan and co-ordinate activities at Senior Management level. Good interpersonal relationship, networking, written and verbal communication skills at all levels. Report writing skills. Analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Ability to work under pressure and produce excellent results. Valid driver's license

DUTIES: Provide sound strategic leadership to the Directorate and annual preparation of a business plan. Manage the administration of Recruitment and Selection. Manage Service Conditions and Employee Benefits in the department. Manage Organisational Strategy and Planning. Ensure Records Management and Auxiliary Services. Manage the implementation of PMDS. Ensure the management of Human Resource Development in the department. Manage Skills Development and Learnerships in the Department. Drive and oversee the development of Human Resource Management and Development policies and procedure manuals in the Department in line with the relevant legislative frameworks. Manage human and financial resources in the directorate. Provide expert advice to management on all Human Resource Management and Development related issues in the Department. Analyse Human Resource Management and Development data, identify trends, prepare and submit reports to the Executive Management of the department.

CHIEF ENGINEER [GRADE A]
ENGINEERING AND PROJECT MANAGEMENT SERVICES DIRECTORATE R1 058 469.00 PER ANNUM (OSD) SALARY **EHLANZENI DISTRICT** CENTRE

**REF NO** DARDLEA/22/07/12

**REQUIREMENTS:** A recognized BSc degree in Agricultural Engineering or Civil Engineering, with 6 (six) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a registered professional Engineer. Programme or project management course will be an added advantage. Knowledge of local government sector / municipalities and municipal electrification programme would also be an added advantage Computer literacy; presentation, communication, liaison, coordination, planning and organizing skills are considered

DUTIES: Coordinate and approve the planning, design, preparation of specifications and tender documents, contract management and construction supervision for the development of agricultural infrastructure in the district as professional engineer. Perform final review and approvals or audits on new engineering designs according to design principle of theory. Co-ordinate design efforts and integration across disciplines to ensure integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. A valid driver's license

DEPUTY DIRECTOR: PROJECT MANAGEMENT UNIT DIRECTORATE: **RURAL DEVELOPMENT** 

**SALARY** R 882 042.00 PER ANNUM (LEVEL 12). ALL-INCLUSIVE REMUNERATION PACKAGE

**CENTRE** HEAD OFFICE (MBOMBELA)

**REQUIREMENTS:** A Bachelor's Degree (NQF Level 7) qualification in Project Management/Monitoring and Evaluation/Information Management/Public Administration/Public Management/Business Administration/ coupled with a minimum of 3 years' managerial experience in Agricultural Development Management. A Postgraduate qualification will be an added advantage.

SKILLS AND COMPETENCIES: The incumbent must be self-driven, creative, client oriented and have the ability to maintain high levels of confidentiality at all times. Ability to manage multiple projects, to multitask, prioritize and work in a high pressure environment. Work in an integrated multidiscipline team. Ability to operate Microsoft Office package (Word/ Advance Excel/PowerPoint). Good written and verbal communication skills. Report writing and presentation skills, Leadership, planning, organizing and problem solving skills. Strategic leadership, Problem Solving. Project Management Skills. Time, Budget Management. A valid driver's license.

**DUTIES:** The incumbent will be responsible for providing support in Planning, Monitoring, Reporting of CASP and departmental funded projects in line with DORA and PFMA. Ensure projects and business plans are aligned with national and provincial priorities. Guide the department and clients on processes of conditional grants. Provide information management services for all projects. Develop and Update Project database/ register as well as the Infrastructure Reporting Model. Provide contract management support to the Directorate unit. Oversee the management of Human Resource Management and Development. Provide inputs into the budgeting process and Financial Management.

DEPUTY DIRECTOR: ORGANIZATIONAL STRATEGY AND HR PLANNING DIRECTORATE **HUMAN RESOURCE MANAGEMENT & DEVELOPMENT** 

R 882 042.00 PER ANNUM (LEVEL 12).). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** 

HEAD OFFICE (MBOMBELA) DARDLEA/22/05/14

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher), Management Sciences or Public Administration. Minimum of 3 years Assistant Director level experience in an Organisational Development/Human Resources or related environment. Experience should include business process engineering, job description development, Proven experience working on

SKILLS AND COMPETENCIES: Knowledge and understanding of legislations and prescripts which impacts on organisational developments as well as understanding of the legislative framework governing the Public Services. Interpersonal, negotiations, analytical, strategic planning, policy analysis and development, change and knowledge management skills as well as good communication skills (both written and verbal). Good command of Microsoft office package. Ability to work independently and in a team. Valid driver's license.

DUTIES: Manage and ensure the undertaking of organisation and post establishment investigations. Development and maintenance of functional structures and business process for core and support functions within the department. Design, reviewing, align and maintain organizational structure in line with the Departmental strategic plan. Manage the process of conducting work study investigations. Ensure the process of correct grading of posts on a continuous basis through Job Evaluation. Facilitating the process of developing Job Descriptions (new and existing job descriptions). Managing Job Description database and Job Evaluation records. Providing submissions, reports, statistics and presentations on the above. Facilitate and coordinate workshops on Job Evaluation to capacitate Line Managers. Facilitate and coordinate Workforce Planning (HR Planning) and integrated HR Information. Facilitate the implementation of Remuneration Structures. Facilitate and coordinate Business Process Mapping. Conduct Research on the above including Best Practice. Render other Human Resource Planning. Facilitation of Change Management. Manage and oversee the administration of the PERSAL system with regard to post establishment. Manage and ensure all posts are subjected to job evaluation. Facilitate the development of job descriptions for all posts on the post establishment.

DEPUTY DIRECTOR: MARKERTING

DIRECTORATE AGRICULTURAL ECONOMICS & BUSINESS DEVELOPMENT

R882 042.00 PER ANNUM (LEVEL 12). (ALL-INCLUSIVE REMUNERATION PACKAGE HEAD OFFICE (MBOMBELA MUNICIPALITY) **SALARY** 

**CENTRE** 

**REQUIREMENTS:** A Bachelors' Degree in Agricultural Economics, Economics or Business Economics or relevant at NQF level 7 as recognized by the South African Qualifications Authority (SAQA) plus a minimum of 3 years' relevant experience at an Assistant Director level. A post graduate degree will be an added advantage.

**SKILLS AND COMPETENCIES:** Knowledge and understanding on Financial Management legislation frameworks, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines; Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA). Report writing and good presentation skills. Ability to liaise and create relationships with stakeholder. Understand and implement Batho Pele principles. People and diversity management. Good communication skills both verbal and written. Stakeholder and client liaison, innovative and creative. Ability to work in a team and independently. Ability to operate Microsoft Office effectively (MS Word, MS Excel and MS Power Point). Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment. A valid driver's license.

**DUTIES:** Successful candidates will be reporting to the Director and be responsible to: Ensure effective human resource and financial management. Facilitate production economics; Facilitate and managing marketing services; Facilitation of farmers' compliance to food safety (SAGAP, HACCP etc.) Ensure the provision of BEE advisory service to agribusinesses. Manage, co-ordinate and facilitate the Government Nutrition Programme (GNP) in the province. Understanding of the Agri- BEE sector code; Implement Agri-BEE sector code Develop policies, strategies and implementation of the agro-processing initiatives; Facilitate the development and implementation of macroeconomic reports; Understanding the cooperative Act; Facilitate development of agri-businesses including cooperatives; Conduct feasibility and economic analysis for commodities; Render Agricultural risk and Disaster Management services; Provide economic support research services; Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all requires administrative reports.

ENVIRONMENTAL CONTROL OFFICER (GRADE B)

DIRECTORATE **IMPACT MANAGEMENT** R 859 317.00 PER ANNUM (OSD). ALL-INCLUSIVE REMUNERATION PACKAGE SALARY

**CENTRE EHLANZENI DISTRICT DARDLEA/22/07/16** 

REQUIREMENTS: Appropriate Bachelor's Degree (NQF 7) in environmental science / natural science fields or equivalent qualification plus 5 years' experience in a supervisory level, of which 3 years must be in the relevant fields. A post graduate degree will be an added advantage.

**SKILLS AND COMPETENCIES:** Knowledge of the relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management Act) in practical implementation of Section 24 of the Constitution, National Environmental Management Act, Environmental Impact Assessment Regulations, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable to EIA. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communication skills, and have the skills for negotiation and diplomacy. Policy analysis and development and research analysis. Ability to operate Microsoft Office programes effectively. Full adept at facilitation and presentation. Stakeholder and client liaison. Project administration skills are compulsory. Must be innovative and creative, with proven ability and experience to write and interpret technical reports and documents. Must be able to work under pressure within strict timelines. A valid

**DUTIES:** Review Environmental Impact applications. Coordinate Environmental Impact Management unit in the region. Supervise policy implementation. Provide technical support and advice to the regional unit, clients/ stakeholders and communities. Develop regional planning, resource utilization and management. Coordination of regional administration, planning, budgeting, performance management and reporting. Provide line function support on environmental planning and coordination. Facilitate project development and implementation to address environmental issues.

**ENVIRONMENTAL CONTROL OFFICER (GRADE B)** DIRECTORATE **COMPLIANCE & ENFORCEMENT** 

R859 317PER ANNUM (AS PER OSD PRESCRIPTS) **SALARY CENTRE** 

**REF NO DARDLEA/22/05/17** 

REQUIREMENTS: An appropriate Bachelor's Degree (NQF 7) or National Diploma in Natural Sciences/ Environmental Sciences Law/Policing/ Paralegal; or equivalent qualification plus six (06) years post qualification experience in related field as environmental criminal investigator in the environmental Enforcement investigations field; Administrative and Criminal enforcement, must be a trained Environmental Management inspectors (EMI). Knowledge of environmental legislative frameworks regulating environmental management biodiversity, waste, air quality, and protected areas management. Knowledge of section 24 of the Constitution of the Republic, NEMA, Criminal Procedure Act, PSA, PFMA and supply chain procurement procedures and processes.

SKILLS AND COMPETENCIES: The incumbent must possess the following skills and abilities: extensive knowledge and Understanding of Public Service Act, Public Finance Management Act, Promotion of Just Administration Act, Promotion of Access to Information Act, National Environmental Management Act and Specific Environmental Management Acts, and environmental compliance and enforcement management systems. Excellent communication (verbal and written) skills, particularly with regard to compiling charge sheets, legal documents and experience in networking with senior members of the SAPS, National Department, Local Municipalities and the NPA, Good legal drafting, investigative and evidence gathering skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of inter-Governmental relations and co-operative governance. Strategic, analytical, problem solving and negotiation skills; Information management and computer literacy; A service oriented approach and the ability to work efficiently and effectively under pressure; Ability to work well independently and within a team; A meticulous approach and inclination to pay attention to detail. A valid driver's license.

**DUTIES:** Undertake Administrative and Criminal Enforcement in relation to all environmental crimes/offences committed against environmental legislations and non-compliance with environmental authorisations regulations. Conduct administrative and criminal enforcement for all non-compliance with environmental legislation with the aim of instituting administrative and criminal investigation, compile witness statements, consult with external stakeholders (SAPS and NPA) Promote and build national enforcement capacity Establish and maintain appropriate internal controls and reporting systems. Resolve complex problems relating to the applicability of legislative provisions, the approach and instruments to be used in the enforcement action, situations requiring cooperative governance.

**CONTROL ENGINEERING TECHNICIAN (GRADE B)** 

R774261.00 PER ANNUM (OSD) **SALARY** DIRECTORATE SUSTAINABLE RESOURCE EHLANZENI DISTRICT (MBOMBELA) **CENTRE DARDLEA/22/07/18** 

REQUIREMENTS: A National Diploma in Engineering/Civil Engineering/Land Use Planning (NQF 6) or equivalent qualification. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration)

SKILLS AND COMPETENCIES: The incumbent must have knowledge of survey equipment survey programs e.g Model Maker and Ally Cad) must be self-driven, creative, client oriented, report writing, coordination, computer literacy. Project Management. Technical design and analysis knowledge Technical report writing. Problem Solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer Skills. Planning and organizing. People Management. A valid driver's license.

**DUTIES:** The incumbent will be responsible for farm resource investigation, construction inspection, facilitate change/ transfer of water rights, investigation on cultivation of virgin soils, Plan soil conservation structures, survey, design, draw and prepare farm plans. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section. To liaise with relevant bodies/councils on engineering related

SENIOR LEGAL ADMINISTRATION OFFICER (MR 6)

DIRECTORATE **LEGAL SERVICES SALARY** R 774 660.00 PER ANNUM (OSD)

**CENTRE HEAD OFFICE REF. NO DARDLEA/22/0/19** 

driver's license.

REQUIREMENTS: An LLB or equivalent qualification and at least 8 years' post-qualification experience in a legal administration

SKILLS AND COMPETENCIES: The incumbent must have knowledge of public service law, contract law, constitutional and administrative law, legislative drafting, dispute resolution mechanisms, the South African legal system, legal compliance, intellectual property law, and litigation, and the ability to conduct legal research. Skills: Contract drafting, litigation, planning and organising, leadership, service delivery, problem solving, policy development, communication (writing, presentation and verbal), computer literacy, analytical skills, negotiation, stakeholder liaison, people management and interpersonal skills. Attributes: Innovative and creative, customer and service oriented; able to work with diverse people, to work under pressure, and to work both independently and as a team player; able to deliver quality with speed, to interpret and apply the law, to be assertive, to pay attention to detail, to meet deadlines, and to organise and prioritise a variety of tasks. A valid **DUTIES:** Provide legal advice and opinion, conduct research on legal questions posed, advise the Department on legal options available to legal questions posed, and review departmental policies. Provide legislative support, draft and pilot Bills through the parliamentary process, including the drafting of Cabinet memoranda and the publication of Bills and draft regulations on legislation administered by the Department. Liaise with departmental stakeholders and the office of the Chief State Law Advisor. Vet and draft contracts or agreements. Provide litigation support, peruse court documents and consult with the relevant departmental Programmes, make recommendations to the Head of Department on appropriate courses of action, provide instructions to the State Attorney and/or private attorneys on the matter, attend to recognize and other court applications or provide appropriate courses of action, provide inputs on pleadings and other court applications or provide approvide approvide and provide and provide approvide and provide approvide approvide and provide approvide and provide approvide and provide approvide approvide and provide approvide approvide and provide approvide app consultations, arbitrations or hearings, review/provide inputs on pleadings and other court applications/processes, and provide ongoing instructions to the Department's legal representatives on the matter. Administer the legal compliance function of the Department, monitor compliance, review regulatory compliance requirements, identify legal risks and advise on possible interventions.

STATE VETERINARIAN: ANIMAL HEALTH (3 POSTS) DIRECTORATE ANIMAL HEALTH SERVICES

R744 255 PER ANNUM (ALL-INCLUSIVE PACKAGE) SALARY NKANGALA DISTRICT (DR. JS MOROKA-SIYABUSWA) **CENTRE** 

**REF NO** DARDLEA/22/07/20 NKANGALA DISTRICT (STEVE TSHWETE/EMAKHAZENI - MIDDELBURG) **CENTRE REF NO** DARDLEA/22/07/21 CENTRE GERT SIBANDE DISTRICT (LEKWA/DIPALESENG - STANDERTON) **REF NO** DARDLEA/22/07/22

**REQUIREMENTS:** Appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent) degree and must be registered with the South African Veterinary Council as a veterinarian (copy of SAVC registration certificate, as well as a proof that registration is up to date, must be attached to the application).

**SKILLS AND COMPETENCIES:** Applicants must have sound knowledge of Animal Diseases Act 35 of 1984 and knowledge of the Meat Safety Act 40 of 2000, Animal Welfare Acts, Medicines and Related Substances Control Act 101 of 1965, Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947, and their relevant Regulations. Must have good verbal and written communication skills. Must be computer literate (MS Word, MS Excel and MS Outlook). Knowledge and experience of wildlife will be an added advantage. A valid

DUTIES: Animal disease control by implementing Animal Diseases Act 35 of 1984; Implement animal health programmes schemes and campaigns; Promote animal welfare through application of relevant Acts; import and export control; rendering of clinical services and primary animal health care, veterinary extension, liaison and communication, reporting; management of staff, finances and logistics.

STATE VETERINARIAN (VETERINARY PUBLIC HEALTH) [2 POSTS]

VETERINARY SPECIALIZED SERVICES **DIRECTORATE** R744 255.00 PER ANNUM, LEVEL 11 (ALL-INCLUSIVE REMUNERATION PACKAGE) SALARY

**CENTRE** BOHLABELA DISTRICT (BUSHBUCKRIDGE NORTH) DARDLEA/22/07/23

**REF NO** NKANGALA DISTRICT (EMALAHLENI) CENTRE **REF NO** DARDLEA/22/07/24

**REQUIREMENTS:** Appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent) degree and must have current active registration with the South African Veterinary Council as a veterinarian (copy of SAVC registration certificate, as well as a proof that registration is up to date must be attached to the application).

**SKILLS AND COMPETENCIES:** Applicant must have sound knowledge of the Meat Safety Act 40 of 2000, Red Meat Regulations of 2004, Poultry Regulations of 2006 and Ostrich Meat Regulations, knowledge of Animal Protection Act 71 of 1962, Animal Diseases Act 35 of 1984 and Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947. Must have knowledge of the Meat Inspection Scheme, hygiene management system (HMS) and auditing of Food Safety Systems. Must have good verbal and written communication skills. Must be computer literate (MS Word, MS Excel and MS PowerPoint). People skills. Avalid driver's license.

**DUTIES:** The incumbent will be responsible for the following duties: Executing and administering the Meat Safety Act 2000 (Act 40 of 2000). Monitoring of health and hygiene standards in abattoirs and other facilities. Provision of veterinary public health extension service and training to clients. Liaison and communication with various role players, stakeholders and communities. Certification of export of animal products and products of animal origin. Facilitate registration of de-registration of abattoirs and export facilities in accordance to the Meat Safety Act and National guidelines and Regulations. Participation in local, regional, provincial and national standard setting bodies. Manage human, finance and other resources under his/hor invisionistics. and other resources under his/her jurisdiction.

STATE VETERINARIAN (CLINICAL SERVICES) [2POSTS] VETERINARY SPECIALIZED SERVICES POST

DIRECTORATE SUB-DIRECTORATE **VETERINARY CLINICAL SERVICES** 

R744 255.00 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** 

EHLANZENI DISTRICT (MBOMBELÁ-MALEKUTU) **CENTRE** 

**REF NO** DARDLEA/22/07/25

GERT SIBANDE DISTRICT (ERMELO) **CENTRE** DARDLEA/22/07/26 **REF NO** 

REQUIREMENTS: Appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent) degree and must have current active registration with the South African Veterinary Council as a veterinarian (copy of SAVC registration certificate, as well as a proof that registration is up to date must be attached to the application).

SKILLS AND COMPETENCIES: Sound knowledge of clinical services including primary animal health care is needed. Knowledge of Animal Welfare and related legislation, Knowledge of Animal Diseases Act 35 of 1984 and Medicines and Related Substances Control Act 101 of 1985 is according to the property of the property of

1965 is essential. Good verbal and written communication skills. Must be computer literate (MS Word, MS Excel and MS PowerPoint). People skills. A valid driving license.

Duties: Veterinary clinical work (veterinary clinical diagnostics and treatment), management of clinic inventory including medicines and scheduled drugs according to relevant legislation, transport and other logistics. Management of Human Resources. Management of office budget. Assist in ensuring the clinic infrastructure is SAVC compliant. Veterinary extension, liaison and communication with relevant stakeholders. Provide support to Department livestock projects and Programmes. Implementation of animal welfare programmes.

**DEPUTY DIRECTOR: RECORDS MANAGEMENT & AUXILIARY SERVICES** DIRECTORATE **HUMAN RESOURCE MANAGEMENT & DEVELOPMENT** 

R744 255 PER ANNUM (LEVEL 12). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** CENTRE HEAD OFFICE (MBOMBELA)

**REF NO DARDLEA/22/07/27** 

**REQUIREMENTS:** Three years' tertiary qualification in Public Management / Information Science, Records Management, Records and Archives Management, Certificate in Archives and Records Management will be an added advantage. Five (5) years functional experience in Records Management, of which two (2) years must be at managerial level.

SKILLS AND COMPETENCIES: The incumbent must be Public Finance Management Act (PFMA), National Archives and Records Service of South Africa Act (NARSSA), Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act, (PAJA). Information Security Policy. Electronic Communication Transaction Act. Electronic Document Management System. Minimum Information Security Standard (MISS). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA). Skills: People Management, Records Management, Financial Management, Analytical, Problem Solving, Presentation, Planning and organizing, Communications (Verbal and Written), Computer Literacy, Report writing. A valid driving license

**DUTIES:** Manage the implementation of records management policies and systems. Manage the facilitation of records management workshops. Manage the provision of registry services. Manage the provision of effective records management systems. Manage the disposal of records in accordance with National Archives and Records Services of South Africa Act. Manage the resources (Human, Finance, Equipment / Assets) in the sub-directorate. Manage reception services. Manage cleaning services.

**DEPUTY DIRECTOR: MISCONDUCT DIRECTORATE** LABOUR RELATIONS

R470 040 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE SALARY **CENTRE** HEAD OFFICE (MBOMBELA)

**REF NO** DARDLEA/22/07/28

**REQUIREMENTS:** An appropriate three (3) years National Diploma/Bachelor's Degree (NQF 6) or equivalent qualification in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations/ equivalent qualification. A minimum of five (5) years' relevant experience in Labour Relations of which three (3) years should be in an Assistant Director's level.

SKILLS AND COMPETENCIES: In-depth knowledge and understanding of the relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management Act). Knowledge and understanding of labour relations policies and procedures. Understanding of all relevant Human Resources Legislations and policies. Problem solving skills; Planning, organizing and time management; Excellent verbal and written communications skills including negotiation and diplomacy; Policy analysis and development; Research analysis; Facilitation and presentation. Stakeholder and client liaison. Project administration. Innovative and creative. Ability to work in a team and independently; Ability to operate Microsoft office programmes effectively; Ability to work under pressure and people management. A valid driver's license.

**DUTIES:** Provide expect advice to Line Managers regarding grievances, disputes and misconduct cases. Represent the employer at conciliation and arbitration. Conduct training (formal and informal). Facilitate and coordinate conflict resolution and represent the employer in dispute resolution hearings, conciliation and arbitration. Develop, review and maintain labour relations policies and procedures. Facilitate the administration of disciplinary cases including preparation of charge sheets and the provision of support to the relevant role-players, including presiding officers and departmental representatives. Give support and render expect advice regarding policies, requirements and prescripts to all stakeholders. Compile statistics and reports on Labour Relations matters. Monitor if Labour Relations matters are attended to by appointed officials within stipulated time frame. Participate in labour relations fora and related statutory bodies. Provide logistical and administrative support to State Attorney. Manage resources in the sub-directorate

**DEPUTY DIRECTOR: INTERNAL AUDIT** DIRECTORATE **INTERNAL AUDIT** 

R744 255.00 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** HEAD OFFICE (MBOMBELA) **CENTRE** 

**REF. NO** DARDLEA/22/07/29

REQUIREMENTS: An appropriate recognised Bachelor's Degree or National Diploma in Auditing or equivalent relevant qualification (NQF Level 6) as recognized by SAQA. Membership of the Institute for Internal Auditors (IIA) SA. Certification as a Certified Internal Auditor (CIA), CISA, CA or MBA will be an added advantage. Minimum of 3 years' experience at an Assistant Director level.

SKILLS AND COMPETENCIES: Knowledge of Internal Audit principles, including the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the Institute of Internal Audit. Knowledge of Internal Auditing, Risk Management, Public Finance Management Act, Treasury Regulations and the Public Service Regulatory Framework. Strategic management and leadership capabilities. Good communication (both verbal and report writing), problem solving, research, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours. A valid driver's licence.

DUTIES: Facilitation and Coordination of internal audit services within the Department. Develop and implement Internal Audit governance documents, policy, procedures and guidelines for the unit. Facilitate the development and implementation of quality assurance programmes to ensure compliance with the International Standards of Professional Practice of Internal Audit. Manage the identification and evaluation of the Department's audit risk areas and the development of a risk based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits; ad-hoc audits and investigations as and when requested by management. Assist in the preparation of audit reports. Advice internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Manage and coordinate the activities of the Audit Committee, as well as reporting all internal audit activities at the quarterly meetings. Liaise with the Auditor General and other parties.

DEPUTY DIRECTOR: FINANCIAL REPORTING & INTERNAL CONTROLS DIRECTORATE

MANAGEMENT ACCOUNTING

R744 255.00 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** CENTRE HEAD OFFICE (MBOMBELA) REF. NO

DARDLEA/22/07/30

**REQUIREMENTS:** A recognised Bachelor's degree/ Diploma in Commerce/Accounting plus relevant working experience and supervisory skills. Post graduate will be an added advantage. Willing to adapt work schedule in accordance with office requirements.

SKILLS AND COMPETENCIES: Knowledge OF Public Finance Management Act., Treasury regulations, guidelines and directives. Departments' Reconciliation processes. Understanding of Governments financial delegations. Management of transversal systems, Understanding of SCOA. Knowledge and understanding of Modified Cash Standards and GRAP Standards. Good verbal and written communication skills; Interpersonal skills; problem solving skills. Personal Attributes: Analytical thinking; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; hard-working; ability to work independently. A valid driver's licence.

DUTIES: Compile financial statements and review financial statement inputs of the Directorate. Review efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information Implement measures for improving audit outcomes and risk management -: Assess management report and implement audit plan. Report progress on the audit plan. Prepare audit files and annual financial statements to ensure compliance with MCS. Manage request for Information (AFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Reduce exposure to risk through sound corporate governance. Assess risks of the subdirectorate and update the risk register. Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies and internal control procedures Assist in compiling queries from oversight bodies. Monitor system notices and messages and bring important messages to line management and CFO. Interact with Provincial and National Treasury. Keep and update the unauthorised, irregular and fruitless & wasteful expenditure. Manage performance and development of staff. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage human resource and asset of the sub-directorate.

DEPUTY DIRECTOR: DEMAND MANAGEMENT SUPPLY CHAIN MANAGEMENT

DIRECTORATE

REF. NO

REF. NO

R744 255.00 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE HEAD OFFICE (MBOMBELA) **SALARY CENTRE** 

DARDLEA/22/07/31

REQUIREMENTS: A recognised Bachelor's Degree or National Diploma in Logistics Management/ Supply Chain Management or equivalent relevant plus three to five (3-5) years relevant working experience of which three (3) years at an Assistant Director level.

SKILLS AND COMPETENCIES: Knowledge and understanding of the Standard Charts of Accounts (SCOA), the Basic Accounting System (BAS), LOGIS and the Departmental Reporting Framework Guide; Ability to manage and motivate people as well as identify strategic and reporting gaps and propose viable solutions. Computer literacy in MS Office software. Knowledge of demand and acquisition management, procurement and business practices. Ability to establish and manage asset management system and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Advance skills in financial management and project management. Knowledge and understanding of the Standard Charts of Accounts (SCOA), the Basic Accounting System (BAS), LOGIS and the Departmental Reporting Framework Guide; Ability to manage and motivate people as well as identify strategic and reporting gaps and propose viable solutions. Computer literacy in MS Office software. Knowledge of demand and acquisition management procurement and business practices. Ability to establish and manage asset management system and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Advance skills in financial management and project management. Technical public sector Supply Chain Management models and processes. Knowledge of National Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA act) Knowledge and understanding of PFMA and other public service financial legislative frameworks, analytical and numerical skills; good report writing skills, interpersonal and problem solving skills. Technical

DUTIES: Monitoring and ensuring compliance to application regulatory framework (PFMA, PPPFA); Research, advice and monitor end-users of total cost of ownership in respect of their needs; Lead sourcing strategies development and implementation; Monitor Supply Chain Management compliance. Develop and implement demand management frameworks and strategies; Ensure the consolidation of the procurement requirements from programmes in line with the strategic plan of the department timeously; Ensure a consolidated procurement plan for goods and services with critical delivery dates and the approval thereof on time and submission to Provincial Treasury; Manage the implementation of Central Supplier Database; review and manage implementation of policies, regulations and instruction notes; Manage demand management staff; Conduct a market and industry analysis; Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract.

public sector Supply Chain Management models and processes. Knowledge of National Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA act). Knowledge and understanding of PFMA and other public service financial legislative frameworks,

AGRICULTURAL MANAGER

DIRECTORATE **DISTRICT SERVICES** 

R744 255.00 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** 

analytical and numerical skills; good report writing skills, interpersonal and problem solving skills. A valid driver's licence.

**CENTRE** BOHLABELA DISTRICT (BBR SOUTH)

DARDLEA/22/07/32

REQUIREMENTS: Bachelor's degree in Agriculture/Agri-Economics/Natural Science qualification (NQF 7), coupled with a minimum of 3 years' management related experience and knowledge of agricultural activities. A post Graduate qualification will be an added advantage

SKILLS AND COMPETENCIES: Knowledge of extension methodologies and Land-reform. Sound knowledge of PFMA, PSR, PSA, LRA. Sound knowledge of Project Management, change management, strategic planning, knowledge management, report writing, facilitation, coordination, planning and organising, diversity management and computer literacy. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Ability to work under pressure. A valid driver's licence.

**DUTIES:** Provide overall management of the Agricultural office and its activities in the Municipality. Manage agricultural developments and provide support services to IDP/LED planning environment. Implement comprehensive famer support programmes. Coordinate the planning and implementation of Natural Resource Management projects. Coordinate poverty alleviation and household food security programmes. Provide appropriate advisory support to develop and strengthen the capacity of the Farmers. Managing and supervising projects. Implement the extension and advisory recovery plan. Ensure that famers participate in disaster and risk management programmes. Facilitate the famer's organisation for effective service delivery

DEPUTY DIRECTOR: PROJECT MANAGEMENT SUPPORT RURAL DEVELOPMENT DIRECTORATE

R744 255.00 PER ANNUM (LEVEL 11). ALL-INCLUSIVE REMUNERATION PACKAGE **SALARY** 

**CENTRE EHLANZENI DISTRICT REF. NO** DARDLEA/22/07/33

REQUIREMENTS: A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with minimum of 3 years post qualifications professional experience is required, Compulsory registration with the SACPCMP as a Professional Construction Manager.

SKILLS AND COMPETENCIES: Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the NEC, JBCC and GCC form of contract. Computer literacy. A valid driver's licence.

DUTIES: Contribute to project initiation, scope definition and scope change control for envisaged projects, Provide inputs to other professionals with tender administration, Full project management function, cost, quality and time control, Manage project cost estimates and control changes in line with allocated budgets, Plan and attend project meetings during the project phases, Assist with the compilation of project documentation to support project processes, Implement project administration processes according to Government requirements, Ensure implementation of procurement activities and adherence thereof to Government policies, Provide assistance in 298 implementing and assuring that project execution is in accordance with the approved project norms and time schedules, Support the project environment and activities to ensure that project objectives are delivered timeously, Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities, Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework. Conduct technical inspections and integrity surveys on various construction assets. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project

SCIENTIFIC PRODUCTION (GRADE B) **POST** 

DIRECTORATE ANIMAL RESEARCH R718 062.00 PER ANNUM (AS PER OSD PRESCRIPTS) **SALARY** 

NOOITGEDACHT RESEARCH FARM **CENTRE** REF. NO DARDLEA/22/07/34

REQUIREMENTS: A postgraduate degree in Animal Science (NQF Level 8) or equivalent. An MSc in Animal Science will be an added advantage (the post will focus on small ruminants). Minimum of 4 years' relevant experience in animal research, development and production. Registration as a Professional Scientist with the South African Council for Natural Scientific Professions (SACNASP) is compulsory. Computer literacy (MS Office).

SKILLS AND COMPETENCIES: Development and implementation of research programmes for the benefit of the livestock farmers in the Province. Develop and implement methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Programme and project management. Research and development. Communication and presentation skills. Formulate proposals, compile reports, scientific and technical report writing. Computer skills. Scientific analysis and regulatory functions. Human capital development. A

DUTIES: Conduct small stock ruminant research for effective small ruminant production in the province. Identify gaps and develop appropriate interventions in support of the development of small ruminant farmer production in the province. Work with Farmer / Producer Support Services and collaborate with relevant stakeholders to support the development of the agricultural sector. Compile scientific and technical reports for publication in scientific journals as well as popular media.

ENVIRONMENTAL CONTROL OFFICER (GRADE A) POLLUTION AND WASTE MANAGEMENT R 502 647.00 PER ANNUM (OSD)

DIRECTORATE SALARY

**EHLANZENI DISTRICT CENTRE** 

REF. NO DARDLEA/22/07/35

REQUIREMENTS: An appropriate Bachelor's Degree (NQF 7) in Natural Science/ Environmental Sciences/or equivalent relevant qualification plus 3 years' experience in the relevant fields. A post graduate degree will be an added advantage

SKILLS AND COMPETENCIES: Knowledge in relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management Act, depth knowledge in section 24 of the Constitution, Environmental Management: Waste Act, Regulations and Policies, development issues (globally, regionally locally) and Intergovernmental institutional arrangements for environmental management functions. Ability to conduct research, gather and analyze information. Ability to think analytically and application of problem solving skills and time management. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills including negotiation and diplomacy; Policy analysis and development; Research analysis; Facilitation and presentation. Stakeholder and client liaison. Project administration. Innovative and creative. Ability to work in a team and independently. Ability to operate Microsoft office programmes effectively. Ability to work under pressure and people management. Proven ability and experience to write and interpret technical reports and documents. Management and negotiation skills. A valid driver's license.

DUTIES: Review Environmental Waste applications, Coordinating Pollution and Waste Management unit within Head Office. Provide technical support to regional offices and clients and communities. Develop waste management plans and polices supervise policy implementation, manage resource utilization and management. Coordination of Provincial administration, planning, budgeting, performance management and reporting. Provide line function support on environmental planning and coordination. Facilitate project development and

**ENVIRONMENTAL CONTROL OFFICER (GRADE A) DIRECTORATE** 

**IMPACT MANAGEMENT** SALARY **R502 647.00 PER ANNUM (OSD) CENTRE GERT SIBANDE** REF. NO DARDLEA/22/07/36

REQUIREMENTS: Appropriate Bachelor's Degree (NQF 7) in Environmental Science fields or equivalent qualification plus 3 years' experience in the relevant fields. A post graduate degree will be an added advantage

SKILLS AND COMPETENCIES: Knowledge and attributes are required: relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management Act in practical implementation of section 24 of the Constitution, National Environmental Management Act, environmental Impact assessment regulations, policies, guidelines, norms and standards, integrated Environmental management. Understanding and knowledge in other relevant environmental prescripts applicable for EIA. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills including negotiation and diplomacy. Policy analysis and development. Research analysis. Facilitation and presentation. Stakeholder and client liaison. Project administration. Innovative and creative. Ability to work in a team and independently. Ability to operate Microsoft office programmes effectively. Ability to work under pressure and people management. Proven ability and experience to write and interpret technical reports and documents. Management and negotiation skills. A valid driver's license

DUTIES: Review Environmental Impact applications. Coordinate Environmental Impact Management unit in the region. Supervise policy implementation. Provide technical support and advice to the regional unit, clients/ stakeholders and communities. Develop regional planning, resource utilization and management. Coordination of regional administration, planning, budgeting, performance management and reporting. Provide line function support on environmental planning and coordination. Facilitate project development and implementation to address environmental issues

POST DIRECTORATE **ENVIRONMENTAL OFFICER CONTROL (GRADE A) POLLUTION AND WASTE MANAGEMENT** 

R502 986.00 PER ANNUM (AS PER OSD PRESCRIPTS) **SALARY CENTRE EHLANZENI DISTRICT (CÝCAD OFFICE)** 

**DARDLEA/22/07/37** 

REQUIREMENTS: Appropriate Bachelor's Degree (NQF 7) in environmental science / natural science fields or equivalent qualification plus 5 years' experience in preparing or evaluating environmental impact assessments. A post graduate degree will be an added advantage. EAPASA Registered or proof that application for EAPASA Registration has been submitted.

SKILLS & COMPETENCIES: Knowledge of the relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulation and the Public Finance Management Act), In depth knowledge of Section 24 of the Constitution of the Republic of SA, National Environmental Management Act, Waste Act, Air Quality Act, Regulations, Strategies and Policies

Intergovernmental institutional arrangements for environmental management matters and functions. Ability to gather and analyze information. Ability to think analytically and application of problem solving skills. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communication skills. Policy analysis and development. Facilitation and presentation skills. Stakeholder and client liaison. Computer skills. People and Change management skills Ability to interpret technical reports and documents, Management and negotiation skills. A valid

DUTIES: Review and process Waste License Applications. Coordinate Pollution and Waste Management functions within Ehlanzeni district.

Provide technical support to local municipalities and communities in the district. Manage the development and implementation of policies,

strategies and ensuring that reduces are properly utilized. Administration and management of the district office in terms of planning, budgeting, performance management and reporting. Provide technical support to other environmental management units in the district. Coordinate waste economic initiatives within the District. Compile reports and report to the supervisors.

ASSISTANT DIRECTOR: RECRUITMENT SERVICES DIRECTORATE HRM&D

R 477 090.00 PER ANNUM (LEVEL 10) SALARY

CENTRE **HEAD OFFICE REF NO** DARDLEA/22/07/38

REQUIREMENTS: Applicants must be in a possession B Degree/National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations. A minimum of three (3) years' experience working in Human Resource Management environment

**SKILLS AND COMPETENCIES:** Knowledge and experience of the recruitment and selection process Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid

**DUTIES**: Provide for the recruitment and selection process in the Department. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with Employment Equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Supervise staff under recruitment services

ASSISTANT DIRECTOR: DEVELOPMENT AND DESIGN

DIRECTORATE SALARY R 477 090.00 PER ANNUM (LEVEL 10)

**CENTRE HEAD OFFICE REF NO** DARDLEA/22/07/39

REQUIREMENTS: Applicants must be in a possession B Degree/National Diploma in Management Service/Work-study /Human Resource Management / Public Administration / Public Management or equivalent qualification. A minimum of three (3) years' experience working in Human Resource Management environment

SKILLS AND COMPETENCIES: Knowledge and experience of Organisational Design and Job Evaluation process. Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate Avalid driver's licence

DUTIES: Design, reviewing, align and maintain organizational structure in line with the Departmental strategic plan. Conducting work study investigations. Determining the correct grading of posts on a continuous basis through Job Evaluation. Facilitating the process of developing Job Descriptions (new and existing job descriptions). Managing Job Description database and Job Evaluation records. Providing submissions, reports, statistics and presentations on the above. Facilitate and coordinate workshops on Job Evaluation to capacitate Line Managers. Conduct Research on the above including Best Practice.

ASSISTANT DIRECTOR: VALUE CHAIN [2 POSTS] DIRECTORATE LAND AGRARIAN AND REFORM

R477 090.00 PER ANNUM (LEVEL 10) SALARY GERT SIBANDE DISTRICT CENTRE

**REF NO** DARDLEA/22/07/40 NKANGALA DISTRICT (VICTOR KANYE MUNICIPALITY) **CENTER** 

**REF NO** 

DARDLEA/22/07/41

REQUIREMENTS: A Bachelors' Degree in Agricultural Economics, Economics or Business Economics at NQF level 7 as recognized by the South African Qualifications Authority (SAQA). A post graduate degree will be an added advantage. A minimum of five three (3) years relevant

SKILLS AND COMPETENCIES: Knowledge and understanding on Financial Management legislation frameworks, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines; Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA). Report writing and good presentation skills. Ability to liaise and create relationships with stakeholder. Understand and implement Batho Pele principles. People and diversity management. Good communication skills both verbal and written. Computer literacy (MS). A valid driver's license.

**DUTIES:** Successful candidates will be reporting to the Deputy Director: Value Chain and be responsible to: Facilitate production economics; Facilitate and managing marketing services; Understanding of the Agri- BEE sector code; Implement Agri-BEE sector code. Develop Agriprocessing strategy in the District; Understanding food safety requirement; Facilitate the development and implementation of macro-economic; Understanding the cooperative Act; Facilitate development of agri-businesses including cooperatives; Conduct feasibility and economic analysis for commodities; Render Agricultural risk and Disaster Management services; Provide economic support research services; Manage human and financial resources in the Sub-directorate. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all requires administrative reports.

ASSISTANT DIRECTOR: FURTHER EDUCATION AND TRAINING (FET)

**DIRECTORATE** STRUCTURED AGRICULTURAL TRAINING R477 090.00 PER ANNUM (LEVEL 10) SALARY

**NKANGALA FET** 

**DARDLEA/22/07/42** 

REQUIREMENTS: A four-year Bachelor's Degree in Agriculture or equivalent qualification. A post graduate qualification will be an added advantage. 3-5 years relevant working experience and at least one-year supervisory experience.

SKILLS AND COMPETENCIES: Programme and project management; knowledge of the Agricultural sector. Understanding of the sector skills development and capacity building environment. Knowledge and application of crop or animal production. Course development and offering/training skills. Assessor and moderator skills will be an added advantage. Knowledge of policies in FET environment, including working with students, parents and communities. Ability to develop policies and procedure manuals in line with the legislative frameworks governing Further Education and Training and the Public Service. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines; Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA). Knowledge of administration and clerical procedures and systems. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Valid driver's license.

**DUTIES:** Successful candidate will be responsible to manage the effective implementation of the training programmes in the District. Coordinate District farmer training in collaboration with Farmer Training Centres/agricultural Colleges. Coordinate the formal and non-formal training programmes in the District. Conduct skills audit, develop training plans. Collaborate with the relevant stakeholders in the District. e.g. commodity association, training institutions or organizations. Ensure the implementation of policies, strategies and guidelines for the implementation of the farmer training programmes in the District. Ensure compliance of all Departmental policies and prescripts in the District. Compile and submit District reports to management on monthly, quarterly and annual basis. Manage human, physical and financial resources of the District FET.

ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION ENVIRONMENTAL EMPOWERMENT SERVICES DIRECTORATE **SALARY** R 408 075.00 PER ANNUM (AS PER OSD PRESCRIPTS) NKANGALA (WITBANK ENVIRONMENTAL CENTRE) **CENTRE** 

DARDLEA/22/07/43

REQUIREMENTS: An appropriate recognized degree/national diploma in Natural or Environmental Management/Science. A specialization in Environmental Education and/or Social Ecology will be an added advantage, 3 year's minimum work experience in the environmental empowerment field at a supervisory level. Willingness to undertake field trips entailing long distances and work irregular hours.

SKILLS AND COMPETENCES: Candidate must have knowledge of government administration, PFMA, Public Service Act Project management. Knowledge of Environmental legislation, policies and relevant prescripts. Knowledge on Integrated Environmental Management. Sound planning and organizing skills, communication (Verbal and Written) skills and report writing skills. Computer literacy skills. Sound knowledge of Customer service principles (Batho-Pele Principles) Supervisory and human resource management skills. Good interpersonal skills, Conflict Management skills, Ability to work individually and in a team. A valid driver's licence.

DUTIES: Report to the District Manager for Environmental Empowerment Services (EES), Implement, coordinate and manage Environmental Empowerment Programmes and activities in line with the Annual Performance Plan (APP). Management of Staff Performance in line with the PMDS and APP. Prepare and consolidate office Monthly, Quarterly and Annual reports as required. Ensure proper utilization of the budget by monitoring and reporting expenditure. Coordination and engagement of local and district stakeholders to promote Public Private Partnership (PPP). Ensure capacity development of staff in line with the PMDS. Ensure proper management of logistical and financial resources allocated to this position. Perform any other related Ad Hoc tasks and duties as requested and required by management (Supervisor) from time to time. Ensure effective and efficient internal control measures and compliance.

ASSISTANT DIRECTOR: PRODUCTION AND PUBLICATION (GRAPHIC DESIGNER)

**DIRECTORATE COMMUNICATION SERVICES SALARY** R382 245.00 PER ANNUM (LEVEL 09)

CENTRE HEAD OFFICE DARDLEA/22/07/44

REQUIREMENTS: A Senior Certificate and National Diploma/Degree in Graphic Design or equivalent qualification. 3 years' experience in Graphic Design. A portfolio of previous publications will be an added advantage.

SKILLS AND COMPETENCIES: Knowledge of design software's, such as Adobe Creative Suite: Photoshop, Adobe Creative Suite: Illustrator, Adobe Creative Suite InDesign, Corel Draw, and Microsoft Office. A valid driving license.

DUTIES: Production of departmental publications, including internal, external newsletters and Annual Report. Maintain departmental corporate image and identity on all documents and events. Providing communications services for the department. Writing and photographic skills will be an added advantage.

**ASSISTANT DIRECTOR: RECRUITMENT & HR PLANNING SUB-DIRECTORATE CORPORATE SERVICES** 

R 382 245.00 PER ANNUM (LEVEL 9) SALARY

**REF NO** 

CENTRE NKANGALA DISTRICT OFFICE (KWAMHLANGA) **REF NO DARDLEA/22/07/45 CENTRE BOHLABELA DISTRICT OFFICE (THULAMAHASHE)** 

REQUIREMENTS: Applicants must be in a possession B Degree/National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations. A minimum of three (3) years' experience working in Human Resource Management environment

SKILLS AND COMPETENCIES: Knowledge and experience of the recruitment and selection process Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid

**DUTIES:** Provide for the recruitment and selection process in the Department. Coordinate and facilitate the advertisement of vacant positions.

Ensure compliance with Employment Equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Handle resettlement and relocation of staff. Coordinate and facilitate Human Resource Planning related matters in the District. Maintain and update staff establishment on PERSAL system in the District. Conduct exit interviews and compile reports. Compile monthly, quarterly and Annual reports. Supervise staff in Recruitment and Planning in the District.

ASSISTANT DIRECTOR: SERVICE CONDITIONS **CORPORATE SERVICES SUB-DIRECTORATE** R 382 245.00 PER ANNUM (LEVEL 9) **SALARY** CENTRE **REF NO** 

EHLANZENI DISTRICT OFFICE (MBOMBELA-CYCAD)

**DARDLEA/22/07/47** 

REQUIREMENTS: Applicants must be in a possession B Degree/National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations. At least 3 years' experience in service Conditions.

**SKILLS AND COMPETENCIES:** Knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and III-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PÁJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management rtificate. A valid driver's licence.

**DUTIES:** Provide for Service conditions and Employee Benefits. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Supervision of staff.

ASSISTANT DIRECTOR: SPECIAL PROGRAMMES TRANSVERSAL SERVICES **DIRECTORATE** 

**SPECIAL PROGRAMMES SUB-DIRECTORATE R376 596 PER ANNUM (LEVEL 09)** SALARY **HEAD OFFICE (MBOMBELA)** CENTRE **REF NO DARDLEA/22/07/48** 

REQUIREMENTS: An appropriate three (3) years National Diploma/Bachelor's Degree (NQF 6) or equivalent qualification in Developmental Studies/Human Resource Management or equivalent qualification. A minimum of three years' (3) relevant experience in Special Programmes, at least one-year relevant supervisory experience.

SKILLS AND COMPETENCIES: Organizing, project management, monitoring, communication (verbal and written, presentation, basic knowledge of Public Finance Management Act, Basic Conditions of Employment Act, 75 of 1997. Resource management, conflict resolution, customer and quality management, Problem solving and decision making. Ability to work under pressure. A valid driver's license

**DUTIES:** Assist in monitoring the alignment to prescripts on the rights of previously disadvantaged individuals {(PDIs) People with Disabilities, Youth and Older Persons). Assist in monitoring the mainstreaming of PDIs into different programmes of the Department. Assist in conducting advocacy, on the rights of previously disadvantaged individuals (PDIs). Report on programme performance on Special Programmes. Assist in compiling reports as required. Assist in the development of the operational plan of the sub-directorate and report on progress as required. Compile and submit all required external plans and reports.

ASSISTANT DIRECTOR: DEMAND MANAGEMENT

**DIRECTORATE SUPPLY CHAIN MANAGEMENT SALARY** R 382 245 PER ANNUM (LEVEL 09)

**HEAD OFFICE DARDLEA/22/07/49** 

REQUIREMENTS: A Senior Certificate plus a recognized Bachelor's Degree or National Diploma in Logistics Management/ Supply Chain Management or equivalent relevant plus three (3) years relevant working experience.

SKILLS AND COMPETENCIES: Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Knowledge of Central Supplier Database, Demand Management, acquisition and business practices. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and administer database of the Department. Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty. Knowledge of strategic planning and budgeting. Technical public sector Supply Chain Management models and processes. Good analytical and numerical skills. Good report writing skills, interpersonal and problem solving skills. Valid driver's license.

DUTIES: Monitoring and ensuring compliance to application regulatory framework (PFMA,BBEE and PPPFA); Ensure correct identification and development of a sourcing strategy; Assess and verify the demand Management plans; Administer an effective and efficient demand management process; Ensure consolidation of procurement plans into demand plans in line with the strategic plan of the Department; Implement bid specifications administration and serve as an advisor in the BSC meetings; Manage the briefing sessions processes; Facilitate a consolidated procurement plan for goods and services with critical delivery dates and facilitate approval of the procurement plan; Facilitate implementation and reporting on the approved procurement plan: Manage the administration of Central Supplier Database; Offer trainings on Central Supplier Database;

Review and manage implementation of policies, regulations and instruction notes; Conduct a market and industry analysis in order to propose relevant procurement methodologies; Identify/implement preference points system and appropriate goals per commodity in terms of Preferential Procurement Policy objectives; Manage Demand Management human and financial resources.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

**DIRECTORATE** SUPPLY CHAIN MANAGEMENT **SALARY** R382 245.00 PER ANNUM (LEVEL 09)

**HEAD OFFICE (MBOMBELA)** 

REQUIREMENTS: An appropriate relevant qualification at NQF level 6 as recognized by SAQA in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Public Management or equivalent coupled with at least three (3) years under SCM

SKILLS AND COMPETENCIES: Knowledge of SCM, procurement and business practices. Ability to control and manage the acquisition of services and assets of the Department. Ability to develop, interpret and apply policies, strategies and legislation. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results Advance skills in financial management and project management. Knowledge and understanding of Public Finance Management Act, Labour Relations Act, Public Service Act, Public Service Regulations, Treasury Regulations, Framework for Supply Chain Management, Code of Conduct for SCM Practitioners, Preferential Procurement Policy Framework Act and other Public service financial legislative frameworks. Analytical and numerical skills; good report writing skills, interpersonal and problem solving skills. Computer skills in Microsoft Office. A valid driver's license

DUTIES: Ensure effective Bid Administration services through compilation of bid documents, notification, and invitation and evaluation of bids / quotations / proposals. Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to acquisition management. Analyze bids and proposals. Ensure that specifications are legitimate and comply with government policies Provide support to all departmental bid committees. Render support in the monitoring and implementation of internal control systems in order to meet delivery expectations. Ensure that proper and adequate processes are in place to update and maintain bid processes in line with appropriate legislation. Provide support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts.

ASSISTANT DIRECTOR: BUDGET MANAGEMENT MANAGEMENT ACCOUNTING (BUDGET) **DIRECTORATE** 

**SALARY** R382 245.00 PER ANNUM (LEVÈL 09)

**HEAD OFFICE (MBOMBELA)** DARDLEA/22/07/51 **REF. NO** 

REQUIREMENTS: An appropriate relevant qualification at NQF level 6 as recognized by SAQA coupled with three (3) years' extensive knowledge and experience in finance and budgeting in the Public Service.

SKILLS AND COMPETENCIES: Knowledge of the PFMA, Treasury Regulations. Knowledge of transversal systems. Be able to work independently, as well as in teams. Computer literate particularly in excel as power point. Good verbal and written communication skills. A

DUTIES: Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs. Facilitate compilation of Medium-Term Expenditure Framework (MTÉF), Adjustment Expenditure (AE), VirementS, Rollovers. Provide monthly reports. Prevent unauthorized expenditure. Maintain the departmental budget. Analyze and report on expenditure trends of the Departmental budget. Align departmental budget with Demand Management Plan, Annual Performance Plan (APP). Ensure that quarterly budget alignment is done. Assist in the management as well as staff development.

ASSISTANT DIRECTOR: REVENUE MANAGEMENT

**DIRECTORATE** MANAGEMENT ACCOUNTING (BOOKKEEPING) **SALARY** R382 245.00 PER ANNUM (LEVÈL 09)

**HEAD OFFICE (MBOMBELA)** 

DARDLEA/22/07/52

REQUIREMENTS: An appropriate relevant qualification at NQF level 6 degree in Finance or equivalent qualification in Accounting as recognized by SAQA coupled with three (3) years relevant and practical experience in revenue.

SKILLS AND COMPETENCIES: Knowledge in Microsoft Word, PowerPoint and Excel. Good communication skills both (verbal and written). Knowledge of accounting and economics, experience in financial analysis, evaluation and interpretation of reports. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts. Knowledge of transversal systems. Good presentation skills and ability to communicate at all levels. Ability to work under pressure and problem solving analysis. A valid

DUTIES: Administer and control the collection of revenue. Maintain revenue instruments and keep records. Identify potential revenue sources. Reconciliation of receipts and deposits. Compile revenue journals and clear suspense accounts. Ensure that monies collected is deposited to the departmental account. Compile monthly reports. Ensure revenue collected is transferred to Provincial Revenue Fund. Conduct revenue inspections and provide on-the-job training to cashiers. Manage sub-ordinates in the sub-directorate.

ASSISTANT DIRECTOR: SALARY ADMINISTRATION

DIRECTORATE FINANCIAL ACCOUNTING **SALARY** R382 245.00 PER ANNUM (LEVEL 09)

**HEAD OFFICE (MBOMBELA)** DARDLEA/22/07/53

REQUIREMENTS: An appropriate relevant qualification at NQF level 6 or a Degree in financial management with a minimum of three (3) years of experience in finance/salary administration environment.

SKILLS AND COMPETENCIES: Good understanding and experience of PFMA, PPPFA, Treasury Regulations, BEE framework and BBBEE Act. Ability to develop, interpret and apply policies, strategies and legislation. Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, have a high sense of responsibility and be customer centric. Technical public sector Supply Chain Management models and processes. Good analytical and numerical skills. Good report writing skills, interpersonal and problem solving skills. A valid driver's license.

**DUTIES:** Monitoring and ensuring compliance to application regulatory framework (PFMA, BEE framework and BBBEE Act and PPPFA); Coordinate, review and execute the bidding process; Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee; Compile bid documents; Implement acquisition management systems and appropriate acquisition management internal controls and maintain audit trails in the Department; Publish tender invitations; Receive and open bid documents; Administer the prescribed evaluation processes ensuring value for money and do appropriate clearance of the preferred bidder and facilitate contractual biding processes; Coordinate, review and update the list of prospective providers for quotations; Compile terms of reference to invite service providers for an expression of interest, receive, evaluate and adjudicate the expressions of interest; update the database of approved suppliers. Coordinate, review and source quotations from service providers in the database according to the approved threshold values; Compile and analyze management reports from various strategic activities; Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations.

ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT DIRECTORATE FINANCIAL ACCOUNTING

**SALARY** R382 245.00 PER ANNUM (LEVEL 09)

**HEAD OFFICE (MBOMBELA)** 

DARDLEA/22/07/54

REQUIREMENTS: An appropriate relevant qualification at NQF level 6 or a Degree in financial management with a minimum of three (3) years of experience in finance and expenditure management environment.

SKILLS AND COMPETENCIES: Knowledge of the PFMA, National Treasury Regulations and other government policies and prescripts. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Avalid driver's license.

DUTIES: Receiving/checking/recording suppliers'/service provider's payments, manage invoice tracking register, ensure processing of payments within 30 days, prepare creditors reconciliation report, prepare quarterly/annual accruals/payables disclosure notes, systematic filing of payment vouchers, prepare monthly reports, prevent and report unauthorized/irregular/wasteful/fruitless expenditure. Manage/develop/evaluate performance of staff

DIRECTORATE **SALARY** 

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT SUPPLY CHAIN MANAGEMENT R 382 245 PER ANNUM (LEVEL 09) NKANGALA DISTRICT OFFICE (KWAMHLANGA) CENTRE DARDLEA/22/07/55
GERT SIBANDE DISTRICT OFFICE (ERMELO) **REF NO** CENTRE

**REF NO** DARDLEA/22/07/56 REQUIREMENTS: A relevant tertiary qualification at NQF level 6 in the field of Finance with a minimum three (3) years of experience in the

SKILLS AND COMPETENCIES: Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. A valid driver's license

**DUTIES:** To provide effective and efficient finance and procurement service. Ensure compliance to Finance and Supply Chain Policies. Manage the implementation of Central Supplier Database. Management of District Fleet. Managing District Asset Register and safeguarding departmental assets. Coordinate and manage physical movable and immovable asset verification process to test existence of assets and completeness of the fixed asset register. Serve on Bid Evaluation Committees. Managing Supply Chain functions in line with District compliance on all Financial Transaction as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, departmental policies, procedures and related circulars. Compile and submit all required all required administrative reports, serve on transverse task team as required Ensure compliance with Framework for SCM. Provide on-the-job training for sub-ordinates. Manage sub-ordinates in the sub-directorate.

ASSISTANT DIRECTOR: MOVABLE ASSETS ASSET MANAGEMENT AND FACILITIES R 382 245 PER ANNUM (LEVEL 09) POST DIRECTORATE SALARY

**HEAD OFFICE** CENTER **DARDLEA/22/07/57 REF NO** 

REQUIREMENTS: A relevant tertiary qualification at NQF level 6 in the field of Finance with a minimum three (3) years of experience in the asset management environment in particular movable assets.

SKILLS AND COMPETENCIES: Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. A valid driver's licence.

**DUTIES:** Coordinate and manage physical movable asset verification process to test existence of assets and completeness of the fixed asset register. Conduct monthly reconciliations against the trial balance and the asset register. Compile necessary journals and ensure that they are correctly posted on the accounting system. Update the FAR of the department with additions, asset movements, disposals, asset conditions transfers and donations. Analyse every entry and update made on the FAR. Ensure that all assets are bar-coded. Enforce implementation of movable asset policies and procedures by users. Liaise with security management to ensure that lost/stolen assets are listed on the loss register of the department. Ensure that all assets disposed are removed from the asset register timeously. Compile movable assets monthly reports. Prepare asset inputs for interim and annual financial statements. Ensure that inventory sheets are pasted and signed for by relevant custodians Liaise with districts regarding movable asset issues. Provide on-the-job training for sub-ordinates. Manage sub-ordinates in the sub-directorate.

POST SUB-DIRECTORATE

ASSISTANT DIRECTOR: EXPENDITURE & SALARIES FINANCIAL SERVICES R 382 245 PER ANNUM (LEVEL 09) GERT SIBANDE DISTRICT (ERMELO) SALARY CENTER **DARDLEA/22/07/5**8 **REF NO** 

REQUIREMENTS: A relevant tertiary qualification at NQF level 6 in the field of Commerce, Cost and Management Accounting with a minimum of three (3) years working experience in the Public Sector.

SKILLS AND COMPETENCIES: Knowledge of transversal systems. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations & other relevant prescripts. Able to work under pressure and must be willing to travel across the Province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Client orientation and customer focus. Accountability and ethical conduct. A valid driver's licence

DUTIES: Authorize supplier invoices and entities on LOGIS and BAS System. Checking of all salary related claims, ensure processing of all salary claims on the Persal System. Comply monthly reports and reconciliations on expenditure and salaries related matters. Coordinate compilation of quarterly accruals reports. Manage invoice tracking register. Ensure suppliers and claims are paid within 30 days. Attend to suppliers related queries. Ensure compliance with internal control systems and legislative prescripts. Render audit and risk management function as well as general office administration. Supervise issuing of documents on request by users. Prevent and report unauthorized/irregular wasteful/fruitless expenditure. Supervision and mentoring of staff.

AGRICULTURAL ADVISOR GRADE II (CROP PRODUCTION) EHLANZENI DISTRICT SUPPORT SERVICES R382 245.00 PER ANNUM (LEVEL 09) POST

DIRECTORATE **SALARY** 

EHLANZENI DISTRICT (MBOMBELA MUNICIPALITY) **CENTRE** 

**REF NO** DARDLEA/22/07/59

REQUIREMENT: Applicants must be in possession of an appropriate 3-4 years Bachelor Degree in Agriculture or B-Tech Degree, majoring in crop/plant production. A post graduate degree will be an added advantage. A minimum of 3 years working experience in extension and advisory

SKILLS AND COMPETENCIES: Knowledge of extension methodology; Compulsory registration with a registered Professional Council e.g. (SACNASP). Knowledge of project planning and implementation process, communication skills and report writing. Must be computer literate Good Communication and organizational skills. Valid driver's license.

**DUTIES:** Render general agricultural advice on crop production and irrigation to farmers to ensure optimal production. Advise on efficient methods and utilization of resources like soil and water. Supervise officials in the municipality, coordinate other departmental activities/ programs in the municipality, Provide support to farmers through CASP, Land Care, ILLIMA/LETSEMA, etc. in terms of planning, implementation and aftercare support. Promote the implementation of best farming practices and latest technologies. Give practical advice to farmers Coordination of agricultural activities Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service. Establish and enhance the relationship with clients and stakeholders. Perform administrative and related functions. Keep farmers' database up to date. Compile and submit monthly and quarterly reports. Keep up to date with applicable policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.

AGRICULTURAL ADVISOR GRADE II (ANIMAL PRODUCTION) POST **DIRECTORATE** 

EHLANZENI DISTRICT SUPPORT SERVICES SALARY R382 245.00 PER ANNUM (LEVEL 09 **CENTRE** NKANGALA DISTRICT (THEMBISILE HANI)

DARDLEA/22/07/60 **REF NO** 

REQUIREMENT: Applicants must be in possession of an appropriate 3-4 years Bachelor Degree in Agriculture or B-Tech Degree, majoring in Animal production. A post graduate degree will be an added advantage. A minimum of 3 years working experience in extension and advisory

SKILLS AND COMPETENCIES: Knowledge of extension methodology; Compulsory registration with a registered Professional Council e.g. (SACNASP). Knowledge of project planning and implementation process. Must be computer literate, Good Communication and organizational

**DUTIES:** Render general agricultural advice on animal production to farmers to ensure optimal production. Provide informal animal production training to livestock farmers. Analyse market data and obtain information from relevant market sources. Draft business plan proposal for farmers. Advice producers orally and in writing about improved products and techniques and make recommendations that could enhance their production. Draft fodder flow programmes. Advise on efficient methods and utilization of resources. Promote the implementation of best farming practices and latest technologies. Transfer of farming skills by focusing on feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service. Establish and enhance the relationship with clients and stakeholders. Perform administrative and related functions. Keep farmers' database up to date. Compile and submit monthly and quarterly

POST DIRECTORATE AGRICULTURAL ADVISOR GRADE I (CROP PRODUCTION) [3 POSTS] FARMER SUPPORT SERVICES R316 791.00 PER ANNUM (LEVEL 08)

**SALARY** 

EHLANZENI DISTRICT (MBOMBELA [2 POSTS]) CENTRE DARDLEA/22/05/61 **REF NO** 

NKANGALA DISTRICT (THEMBISILE HANI [1 POSTS]) **CENTRE REF NO** DARDLEA/22/05/62

REF NO.:

reports

**CENTRE** 

REF. NO

REQUIREMENT: Applicants must be in possession of an appropriate 3-4 years Bachelor Degree in Agriculture or B-Tech Degree, majoring in crop/plant production.

SKILLS AND COMPETENCIES: Knowledge of extension methodology; Compulsory registration with a registered Professional Council e.g. (SACNASP). Knowledge of project planning and implementation process. Must be computer literate, Good Communication and organizational skills. Valid driver's license.

DUTIES: Render general agricultural advice on crop production and irrigation to farmers to ensure optimal production. Advise on efficient methods and utilization of resources like soil and water. Provide support to farmers through CASP, Land Care, ILLIMA/LETSEMA, etc. in terms of planning, implementation and aftercare support. Promote the implementation of best farming practices and latest technologies. Give practical advice to farmers Coordination of agricultural activities Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Keep abreast of applicable prescripts, policies procedures, technologies and new developments to be able to render an efficient and effective Extension Service. Establish and enhance the relationship with clients and stakeholders. Perform administrative and related functions. Keep farmers' database up to date. Compile and submit monthly and quarterly reports. Keep up to date with applicable policies, procedures, technologies and new developments to be able to render an efficient and effective extension service

AGRICULTURAL ADVISOR GRADE II (ANIMAL PRODUCTION)
GERT SIBANDE DISTRICT SUPPORT SERVICES
R382 245.00 PER ANNUM (LEVEL 09)
GERT SIBANDE DISTRICT (CHIEF ALBERT LITHULI) DIRECTORATE: SALARY: CENTRE:

DARDLEA/22/07/63

REQUIREMENT: Applicants must be in possession of an appropriate 3-4 years Bachelor Degree in Agriculture or B-Tech Degree, majoring in Animal production. A post graduate degree will be an added advantage. A minimum of 3 years working experience in extension and advisory services

SKILLS AND COMPETENCIES: Knowledge of extension methodology; Compulsory registration with a registered Professional Council e.g. (SACNASP). Knowledge of project planning and implementation process. Must be computer literate, Good Communication and organizational skills. Valid driver's license.

DUTIES: Render general agricultural advice on animal production to farmers to ensure optimal production. Provide informal animal production training to livestock farmers. Analyse market data and obtain information from relevant market sources. Draft business plan proposal for farmers. Advice producers orally and in writing about improved products and techniques and make recommendations that could enhance their production. Draft fodder flow programmes. Advise on efficient methods and utilization of resources. Promote the implementation of best farming practices and latest technologies. Transfer of farming skills by focusing on feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service. Establish and enhance the relationship with clients and stakeholders. Perform administrative and related functions. Keep farmers' database up to date. Compile and submit monthly and quarterly

AGRICULTURAL TRAINING OFFICER: FURTHER EDUCATION AND TRAINING (FET): ANIMAL PRODUCTION (2 POSTS)
STRUCTURED AGRICULTURAL TRAINING **POST** 

**DIRECTORATE** R321 543.00 PER ANNUM (LEVEL 8)

SALARY **CENTRE** FET (EHLANZENI DISTRICT) REF. NO DARDLEA/22/07/64

**FET (NKANGALA DISTRICT)** DARDLEA/22/07/65

REQUIREMENTS: A four-year Bachelor's Degree in Agriculture or equivalent qualification, majoring in Animal Science. Previous experience in a training environment. Assessor and moderator course will be an added advantage

SKILLS AND COMPETENCIES: knowledge of the Agricultural sector. Understanding of South African Qualification Authority (SAQA) policies and legislation. Knowledge and application of animal production. Knowledge of training environment, including working with learners, parents and communities. Ability to develop training materials and lesson plans. Planning and organizational skills. Ability to work independently and as an active member of a team. Collaboration with relevant stakeholders. Good communication skills both verbal and

DUTIES: Identify, conceptualize, prioritize, implement and evaluate training needs. Prepare lesson plans and conduct theoretical and practical training sessions for formal and non-formal training programmes to farmers and community members. Arrange, facilitate and monitor training courses. Develop and review training materials and manuals. Use and maintain training equipment in good working condition. Compile monthly, quarterly and annual performance reports.

ANIMAL HEALTH TECHNICIAN (7 POSTS) **DIRECTORATE ANIMAL HEALTH** R321 543.00 PER ANNUM (LEVEL 8) **SALARY** BOHLABELA (BBR SOUTH) [2 POSTS] CENTRE **REF NO** 

**DARDLEA/22/07/66 BOHLABELA (BBR NORTH) DARDLEA/22/07/67** 

**REF NO** NKANGALA (THEMBISILE HANI [2 POSTS]) **CENTRE DARDLEA/22/07/68 REF NO** NKANGALA (DR. JS MOROKA) **CENTRE** 

DARDLEA/22/07/69 **REF NO CENTRE** GERT SIBANDE (LEKWA/DIPALESENG) **REF NO** DARDLEA/22/07/70

**CETRE** 

**REF NO** 

REQUIREMENTS: Appropriate Degree or National Diploma in Animal Health with Animal Diseases as a major subject and must be registered with the South African Veterinary Council as an Animal Health Technician. (Please include a copy of complete academic record/transcript with your application). Proof that registration is current should be attached.

SKILLS AND COMPETENCIES: Competency in animal handling, animal tracking and field navigation. Good verbal and written communication, ability to communicate at all levels, problem solving skills decision making skills and ability to work under pressure. Must be computer literate (MS Packages). A valid driver's license.

DUTIES: The incumbent will be responsible for the following duties: Animal disease surveillance, detection and monitoring. Animal disease containment and control, including animal and animal products movement control (permits). Plan and implement disease control measures. Provide assistance with applied wildlife disease investigations and research. Provide assistance with laboratory and diagnostic services. Provide a veterinary public health inspection service in the field during culling operations. Provide assistance with veterinary clinical services. Manage basic administrative duties

SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & HR PLANNING [3 POSTS] **SUB-DIRECTORATE CORPORATE SERVICES** 

R321 543 PER ANNUM (LEVEL 8) **SALARY** 

NKANGALA DISTRICT OFFICE (KWAMHLANGA) CENTRE **REF NO** DARDLEA/22/07/71 **EHLANZENI DISTRICT OFFICE (MBOMBELA) CENTRE REF NO** DARDLEA/22/07/72

**BOHLABELA DISTRICT OFFICE (THULAMAHASHE) CENTRE REF NO DARDLEA/22/07/73** 

REQUIREMENTS: An Appropriate Degree/National diploma in HRM/ Public Management/Administration At least 3 years' experience in Recruitment and HR Planning.

SKILLS AND COMPETENCIES: Knowledge and experience of the recruitment and selection process Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.

DUTIES: Maintain the establishment on PERSAL in the District. Provide for the recruitment and selection process in the Department. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with Employment Equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Conduct exit interviews and reports. Supervise staff under recruitment and selection. Compile monthly, quarterly and annual reports. Supervision of staff. Address human resource administration enquiries to ensure the correct implementation of human resource management practices.

SENIOR PERSONNEL PRACTITIONER: PMDS & LABOUR RELATIONS [2 POSTS]

**DIRECTORATE DISTRICT SERVICES SUB-DIRECTORATE CORPORATE SERVICES** 

**SALARY** R321 543 PER ANNUM (LEVEL 8) NKANGALA DISTRICT OFFICE (KWAMHLANGA) **CENTRE REF NO** GERT SIBANDE DISTRICT OFFICE (ERMELO) **CENTRE** 

DARDLEA/22/07/75

REQUIREMENTS: Senior Certificate / Grade 12 plus an Appropriate Degree/National diploma in HRM/ Public Management/Administration. A minimum of 3 years' experience in Performance Management and Development System (PMDS).

**SKILLS AND COMPETENCIES:** Extensive knowledge of Persal. Sound and proven knowledge of PMDS procedures and processes. A Good understanding and Functional knowledge of the Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act etc. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, Outlook & Word. A valid driver's

DUTIES: Implement and maintain PMDS practices. Render administrative functions including being responsible for the overall coordination of PMDS in the District. Maintain PMDS database. Receive and record all performance undertakings and quarterly review on PERSAL Facilitate the moderation process. Responsible for the implementation of Pay Progression and Performances Bonuses. Provide administrative and advisory support services on PMDS related matters. Responsible for PMDS records keeping Compile monthly, quarterly and annual reports. Supervision of staff Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on PMDS matters to enhance the correct implementation of PMDS practices/policies. Assist with preparation of reports on PMDS related issues and statistics. Provide advice to line managers regarding grievances, disputes and misconduct cases. Coordinate Employees Relations training activities (formal and informal) in the District. Coordinate conflict resolution in the District. Implement, review and maintain Labour Relations policies and procedures. Facilitate the administration of disciplinary cases. Compile statistics and reports on Labour Relations matters. Manage resources in the Division.

SENIOR PERSONNEL PRACTITIONER (SERVICE CONDITIONS) DIRECTORATE **GERT SIBANDE DISTRICT** 

**SUB-DIRECTORATE CORPORATE SERVICES R321 543.00 PER ANNUM (LEVEL 8) SALARY** CENTRE GERT SIBANDE DISTRICT (ERMELO) REFNO DARDLEA/22/07/76

REQUIREMENTS: A National Senior Certificate plus an appropriate National Diploma/Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of three (3) years' relevant experience.

SKILLS AND COMPETENCIES: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and III-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.

**DUTIES:** Provide for Service conditions and Employee Benefits in the District. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Manage resources in the Division. Provide monthly/quarterly/annual reports.

ARTISAN SPECIALISED PRODUCTION **DIRECTORATE** SUSTAINABLE RESOURCE R321 543.00 PER ANNUM (LEVEL 8) **SALARY** 

**CENTRE BOHLABELA DISTRICT REF NO DARDLEA/22/07/77** 

REQUIREMENTS: A relevant Trade Test Certificate or N3 Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten (10) years' post qualification experience as an Artisan Foreman. Three to Five (3 – 5) years' supervisory experience.

SKILLS AND COMPETENCIES: knowledge of Public Service legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. A valid driver's licence

**DUTIES:** To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices to ensure that effective maintenance programs are in place. Emergency power installations. Electrical Distribution systems. Standby power management. Fire warning systems. Steam energy services. Plumbing, woodwork, air conditioning, Building, Electrical, Autoclave, Mechanical and Boiler maintenance. Cooling ventilation, console, type air conditioning units, and industrial systems. Management of contracts and projects. Ensure that the Division is managed in accordance with prescribed policies and regulations. Supervision of resources. Manage administrative and related, functions. Financial Management: People management. Maintain and advance expertise.

**POST ENVIRONMENTAL OFFICER PRODUCTION (GRADE A)** DIRECTORATE **IMPACT MANAGEMENT** R276 831.00 PER ANNUM (AS PER OSD PRESCRIPTS) **SALARY GERT SIBANDE DISTRICT CENTRE** 

**DARDLEA/22/07/78** 

**REQUIREMENTS:** Appropriate Bachelor's Degree (NQF 7) in environmental science / natural science fields or equivalent qualification plus 5 years' experience in preparing or evaluating environmental impact assessments. A post graduate degree will be an added advantage. EAPASA Registered, or proof that application for EAPASA Registration has been submitted.

**SKILLS AND COMPETENCIES:** Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management), National Environmental Management Act, Environmental Impact Assessment Regulations, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for EIA. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills. Project administration. Innovative, creative, ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents. A valid driver's license.

DUTIES: Review and process applications for environmental authorisations and all associated reports submitted to the District office in terms of the appropriate legislation, and draft recommendations for environmental authorisations; evaluate and provide comment for applications for mining activities where the Department of Mineral Resources is the Competent Authority; evaluate and comment on Land Use Applications; maintain accurate registers of all applications and authorisations.

PRINCIPAL PERSONNEL OFFICER (SERVICE CONDITIONS) HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT **DIRECTORATE** R261 372.00 PER ANNUM (LEVEL 7) SALARY

HEAD OFFICE **CENTRE REF NO DARDLEA/22/07/79** 

**REQUIREMENTS:** A National Senior Certificate with at least 5 years' experience in Humana Resource Management. A National Diploma/Bachelor's Degree in Human Resource Management / Public Administration / Public Management will be an added advantage.

SKILLS AND COMPETENCIES: Knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and III-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate, Avalid driver's licence.

**DUTIES:** Provide for Service conditions and Employee Benefits. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure

POST DIRECTORATE COMMUNITY FACILITATOR EHLANZENI DISTRICT SUPPORT SERVICES

SALARY R261 372 PER ANNUM (LEVEL 7) EHLANZENI DISTRICT (MBOMBELA MUNICIPALITY) CENTRE

**REF NO** DARDLEA/22/07/80

REQUIREMENT: Applicants must be in possession of a National Diploma/ B-Tech/ B-Degree in Public Administration/ Community Development/ Development Studies or equivalent.

SKILLS AND COMPETENCIES: Knowledge of community mobilization, community participation, Community development, Mobilization, Research, Capacity building, Management and administration, report writing. Computer skills, communication skills, Knowledge of project planning and implementation process. Must be computer literate, Good Communication and organizational skills. Valid driver's license

DUTIES: Conduct social analysis, facilitate conflict resolution, assist land reform farms, and other programs with disputes, perform facilitation in terms of land reform projects and other departmental programs, facilitate conducting social audits, conduct project visits, ensure beneficiary management, compile monthly, quarterly and yearly reports, establish and enhance the relationship with client and stakeholder's reports, facilitation of AGM and other community meetings, perform administrative and other related function, keep farmers database up to date, keep up to date with applicable polices, procedure, technology and new development to be able to render an efficient and effective community mobilization work.

**RISK OFFICER** 

SUB-DIRECTORATE RISK MANAGEMENT SERVICES R 261 372.00 PER ANNUM (LEVEL 07) SALARY **HEAD OFFICE (MBOMBELA)** 

CENTRE REF. NO DARDLEA/22/07/81

REQUIREMENTS: Bachelor's Degree / National Diploma (NQF 6) in Risk or Integrity Management /Internal Audit/ Accounting/ Public Finance/Public Management. 1-3 years' relevant experience in Risk Management services. Integrity/ Ethics Management is an added

SKILLS AND COMPETENCIES: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, Financial Management Principles, Financial Accounting Principles, Public Service Act, Public Service Regulations, BAS system. Basic Conditions of Employment Act, 75 of 1997 and Provincial Treasury Directives. Possess skills on policy management, communication (verbal and written), presentation, resource management, conflict resolution, customer and quality management, Problem solving and decision making. Ability to work under pressure. A

DUTIES: Promote risk management by undertaking initiatives aimed at creating and enhancing RM. Facilitate the implementation of risk management norms and standards in the department. Facilitate risk assessment exercise for different programs within the department. Monitor and report on various aspects of Risk Management. Assist the RMC, management and other officials by providing support on Risk Management. Facilitate the applications for Remunerative Work Outside the Public Service (RWOPS). Facilitate the processes of Financial Disclosures.

STATE ACCOUNTANT (BOOKKEEPING) BOOKKEEPING & REVENUE MANAGEMENT SUB-DIRECTOR ATE **SALARY** R 261 372.00 PER ANNUM (LEVEL 07) HEAD OFFICE (MBOMBELA) **REF. NO** DARDLEA/22/07/82

REQUIREMENTS: An appropriate Bachelor's Degree / National Diploma (NQF 6) in Finance or equivalent qualifications in Accounting with relevant and practical experience in bookkeeping.

**SKILLS AND COMPETENCIES:** Knowledge of accounting and economics, experience in financial analysis, evaluation and interpretation of reports. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts. Knowledge of government transversal systems. Knowledge of Microsoft Word, PowerPoint and Excel. Good communication skills both (verbal and written). Good presentation skills and ability to communicate at all levels. Ability to work under pressure and problem solving analysis. A valid

DUTIES: Manage the daily clearance of suspense accounts. Perform ledger and PMG reconciliation on daily and monthly basis. Compiled and capture journals. Manage and control accounts. Analyze the departmental Trial balance. Manage the daily cash flow and Debtors account Compile monthly reports.

STATE ACCOUNTANT (EXPENDITURE & SALARIES)

SUB-DIRECTORATE **EXPENDITURE & SALÀRIES** R 261 372.00 PER ANNUM (LEVEL 07) SALARY **CENTRE** GERT SIBANDE DISTRICT (ERMELO) **REF. NO DARDLEA/22/07/83** 

REQUIREMENTS: An appropriate Bachelor's Degree / National Diploma (NQF 6) in the field of Finance, with a minimum three (3) years of

SKILLS AND COMPETENCIES: Knowledge of LOGIS and BAS systems. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations & other relevant prescripts. Good communication skills both (verbal and written). Knowledge of Microsoft word,

DUTIES: Capturing of supplier invoices and entities on LOGIS and BAS System. Receiving/recording of all salary related claims, ensure processing of all salary claims on the Persal System, Reconciliation of payments and follow up on outstanding invoices, systematic filing of payment vouchers, keeping of records or filling general payments and liaising with internal and external clients. Compiling of monthly Municipality accounts report. Compiling of monthly Creditors Reconciliation. Comply monthly reports and reconciliations on expenditure related matters. Compilation of quarterly accruals reports. Ensure suppliers are paid within 30 days. Attend to suppliers related queries. Uploading of payments stubs on the invoice tracking system. Maintain and safeguard value documents. Supervise issuing of documents on request by users.

**POST ADMINISTRATIVE OFFICER** DIRECTORATE COMPLIANCE & ENFORCEMENT R 261 372.00 PER ANNUM (LEVEL 07) SALARY

**CENTRE HEAD OFFICE REF NO** DARDLEA/22/07/84

REQUIREMENTS: National Diploma in Public Administration or relevant qualification as recognized by SAQA. Extensive experience in an administrative environment or related field. Knowledge of the Financial and Procurement procedures. Knowledge and understanding of the Departmental procedures and prescripts/policies. Applicants must have knowledge and understanding of the relevant legislation and regulations that govern the Public Service including the Public Finance Management Act, 1999 (Act No 1 of 1999) (PFMA) and Treasury Regulations and Preferential Procurement Policy Framework Act (PPPA).

SKILLS AND COMPETENCES: Strong communication skills (writing and verbal), ability to interact productively with supervisors, peers and external role players, good organizational skills, interpersonal skills, good computer skills (MS Word, Excel, PowerPoint), ability to work individually and in a team, ability to work under pressure, extensive hours, multi-tasking and self-supervision. The candidates should have a sense of responsibility, loyalty and honesty. Valid driver's licence.

DUTIES: Provide financial administrative support. Receive invoice from suppliers and forward them to line managers for approval. Ensure that claims are filed correctly and check all supporting documents. Register outgoing correspondence on the system. Render chief user services. Request quotation from service providers per 31 specifications of required items. Ensure that a proper filing system is maintained. Provide inventory control support. Provide support for EMI training, update EMI register and ensure regular EMI verification. Coordinate the EMI strategic compliance events and enforcement Blitz. Provide support to compliance and enforcement on internal and external stakeholder engagement and administrative issues. Monitor attendance of scheduled meeting and submission of back to office report. Coordinate arrangements for hosting of international delegations. Consolidate and compile Portfolio of Evidence in preparation for Audit, arrange effective document management system for the Directorate and communicate with clients and stakeholders.

PRINCIPAL GENERAL FOREMAN DIRECTORATE RESEARCH INFRASTRUCTURE SUPPORT SERVICES

**SALARY** R211 713.00 PER ANNUM (LEVEL 6) NOOITGEDAACHT REASÈRCH FARM

**CENTRE REF NO DARDLEA/22/07/87** 

**REQUIREMENTS:** Senior Certificate or equivalent qualification. A minimum of 5 years' appropriate experience in agriculture/farm operations. Driver's license Minimum Code B and (EC) / PDP will be an added advantage

SKILLS AND COMPETENCIES: Knowledge and understanding of work field and techniques. Knowledge of related work fields. Knowledge of prescripts, policy and processes. Knowledge of non-line functional matters. Supervision skills. Research and development skills. People management skills. Administrative skills. Must be computer literate. Be able to work under pressure and work shifts including public holidays. Good communication, numerical, organizing and supervising skills. A valid driver's licence.

DUTIES: The successful candidate will be responsible for the supervision of all general farm work. Ensure proper provision of labour and infrastructure, such as roads, fences water supplies, tractors, implements and other equipment. All maintenance work on infrastructure, such as roads, fences water supplies, tractors, implements and other equipment. Overall neatness of the farm and infrastructure. Effective planning, organizing and execution of work schedules. Manage the physical execution the technology development program such as ploughing, haymaking, planting, etc. Other tasks include: Control over labourers. Control over stores, stocks, tractors and implements. Keeping of time register. See to all maintenance work of infrastructure, tractors, implements, etc. See to the neatness of the farm, maintenance of gardens, etc. Control the slaughtering of animals. Control over hand out of fuels and lubricants. Assist in making fire breaks. Assist in firefighting. See to all preparation of lands for ploughing, planting, harvesting, etc. Control over the hay making process. Keeping of GG-vehicle logs. Assist in the lockup of offices and other buildings. Transport duties (Truck and busses). Have to work over time when necessary. Have to do weekend duty. Control over the hay making process. Keeping of GG-vehicle logs. Assist in the Assist in all other tasks that may be required by the farm manager or research personnel. Effective management and control of subordinates Assist supervisor in the effective running of the farm. Motivation and management of subordinates. The promotion of sustainable agriculture and the image of agriculture. Liaise with and involvement in the building of human capacity of subordinates and colleagues. Practice and promote a positive team spirit. Promotion of appropriate training to subordinates in terms of policy and technical aspects. Build own intellectual capacity and that of colleagues. Practice good public and internal ethical standards.

SECRETARY DIRECTORATE LABOUR RELATIONS **SALARY** R176 310.00 PER ANNUM (LEVEL 5)

**CENTRE HEAD OFFICE (MBOMBELA) REF NO DARDLEA/22/07/88** 

REQUIREMENTS: Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support service will be an added advantage

SKILLS AND COMPETENCIES: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Powerpoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES: Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

FOREMAN [2 POSTS] ANIMAL HEALTH SERVICES R176 310.00 PER ANNUM (LEVEL 5) DIRECTORATE SALARY BOHLABELA (BBR SOUTH) CENTRE DARDLEA/22/07/89 **REF NO BOHLABELA (BBR NORTH) CENTRE REF NO** DARDLEA/22/07/90

 $\textbf{REQUIREMENTS:} \ Senior\ Certificate\ or\ equivalent\ qualification.\ A minimum\ of\ 3\ years'\ appropriate\ experience\ in\ Animal\ Health\ appropriate\ experience\ expe$ 

SKILLS AND COMPETENCIES: Good verbal and written communication skills, ability to communicate at all levels, problem solving skills decision making skills and ability to work under pressure. Basic general construction. Must be in possession of a valid code 8/ EB driver's license. Higher driver's license code will be an added advantage.

DUTIES: Provide transport services to enhance service delivery. Maintain veterinary related infrastructure to enhance the control of animal

disease. Co-ordinate and liaise with communities. Assist in administrative duties and manage basic stock control.

**FARM FOREMAN** 

**DIRECTORATE** 

RESEARCH INFRASTRUCTURE SUPPORT SERVICES R176 310.00 PER ANNUM (LEVEL 5) NOOITGEDAACHT REASERCH FARM SALARY CENTRE **REF NO** 

DARDLEA/22/07/91

REQUIREMENTS: Senior Certificate or equivalent qualification. A minimum of 3 years' appropriate experience in agriculture/farm operations. Driver's license Code EC and PDP valid public drivers permit will be an added advantage.

**SKILLS AND COMPETENCIES:** Knowledge and understanding of work field and techniques. Knowledge of related work fields and of nonline functional matters as well as Manual labour skills. Ability to operate soil cultivation machinery, Mechanical construction equipment and Agricultural implements as well as routine caring and maintenance thereof. Supervision skills. People skills; Administrative skills (read and write). Good human relations. Possesses skills in plant propagation. Be able to work under pressure and to work shifts including public holidays. A valid driver's licence.

**DUTIES:** Successful candidate will be reporting to the Principal General Foreman and will be responsible to physical execution of duties as given by supervisor, such as: Have advanced knowledge of the general function of a tractor. Choice of KW for specific implements. General maintenance of tractor as well as implements. Transport goods from one station to another through traffic. Advance knowledge of the handling of implements like 2-way disc, planters, reapers, rotary cutters, all types of ploughs, rippers, feed mixer, dam scoop, graders, etc. Must be able to do accurate plough, disc- and plant work, etc. as work has to be done on small research premises. Assist in making of fire breaks. Assist in firefighting when necessary. Making of hay and silage. Responsible for planting of all crops, fodder and other horticultural plants. Responsible for all harvesting processes. Assist in fencing activities. Have to work weekends when necessary. Work overtime when required. Assist in all other farm work when necessary. Assist in all other farm work when necessary.

DIP TANK ASSISTANT (6 POSTS)
ANIMAL HEALTH SERVICES
R147 459 PER ANNUM (LEVEL 4)
BOHLABELADISTRICT (BBR SOUTH [POST 2])
DARDLEA/22/07/92
EHLANZENI DISTRICT (NKOMAZI) **POST** DIRECTORATE SALARY

CENTRE **REF NO** 

CENTRE DARDLEA/22/07/93 EHLANZENI DISTRICT (MBOMBELA) **REF NO** 

CENTRE **REF NO** DARDLEA/22/07/94 NKANGALA DISTRICT (CHIEF ALBERT LUTHULI) CENTRE

**REF NO** DARDLEA/22/07/95 NKANGALA DISTRICT (DR. JS MOROKA) CENTRE **REF NO** DARDLEA/22/07/96

REQUIREMENTS: Senior Certificate or equivalent qualification plus experience in animal handling.

SKILLS AND COMPETENCIES: Good verbal communication skills, ability to communicate at all levels, problem solving skills. Competent with livestock handling. A valid driver's license.

DUTIES: Render animal dipping services. Maintain animal handling and dipping infrastructure. Assist with animal disease control. Assist with community co-ordination and reporting.

FARM AID II [2 POSTS]
RESEARCH INFRASTRUCTURE SUPPORT SERVICES
R124 434.00 PER ANNUM (LEVEL 3)
ATHOLE REASERCH FARM

DIRECTORATE SALARY

**CENTRE REF NO** DARDLEA/22/07/97

REQUIREMENTS: Grade 10/ABET with a General farming experience. Physical execution of manual tasks. Driver's license will be an added

SKILLS AND COMPETENCIES: Knowledge and understanding of work field and techniques. Knowledge of related work fields. Knowledge of non-line functional matters. Manual labour skills. Communication skills; Ability to work independently and part of a team.

DUTIES: Perform the following routine activities: Assist in all other farm activities that may be required in relation to farm infrastructure maintenance of the buildings, water pumps and water pipe lines, fences, etc. Assist in all activities pertaining to tendering, feeding, weighing and moving livestock. Assist with weighing, vaccination, dosing, dipping, castrating, dehorning and marking of livestock. Assist with the shearing of sheep during the season. Assist in the preparation, planting and maintenance trial plots as well as collection of data from trial plots. Assist in making fire breaks and in firefighting when necessary. Assist in all cleaning operations like stores, machinery, etc

SENIOR ACCOUNTING CLERK FINANCIAL SERVICES SUB-DIRECTORATE **SALARY R211 713.00 PER ANNUM (LEVEL 6)** CENTRE NKANGALA DISTRICT

**REF NO DARDLEA/22/07/85** 

REQUIREMENTS: National senior certificate. A relevant tertiary qualification at NQF level 6 in the field of Finance with a minimum of one (1) year of experience in the management accounting environment in particular revenue management.

SKILLS AND COMPETENCIES: Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. Valid driver's license

DUTIES: Manage revenue collections. Reconciliation of revenue collected. Conduct revenue inspections and training on cashiers. Administer the district budget and advise management on budget controls.

SENIOR ADMIN CLERK (FARM MANAGEMENT)
RESEARCH AND STRUCTURED AGRICULTURAL EDUCATION AND TRAINING CHIEF DIRECTORATE

**SALARY R211 713.00 PER ANNUM (LEVEL 6) GERT SIBANDE** CENTRE

**REF NO** DARDLEA/22/07/86

REQUIREMENTS: National senior certificate. Minimum 5 years' relevant experience. A relevant administrative qualification will be an

SKILLS AND COMPETENCIES: Coordination, liaison, written and verbal communication skills. Ability to work independently and under pressure. Computer literacy particularly MS, Excel, PowerPoint & Word. Knowledge of financial and procurement processes. People skills. Valid driver's license.

DUTIES: The successful candidate will report to the Chief Director: Research and Structured Agricultural Education and Training. Coordinate and liaise with Directorates and Sub-programmes under the Chief Directorate. Verify, consolidate and submit performance plans budgets and reports. Compile and control finances and procurement the Office of the Chief Director. Responsible for all administration in the Office of the Chief Director.

CLEANER (06 POSTS) ANIMAL HEALTH SERVICES AND CORPORATE SERVICES DIRECTORATE

SALARY R104 073,00 (LEVEL 02) ANIMAL HEALTH BOHLABELA (BBR EAST) CENTRE

DARDLEA/22/07/98 REF NO ANIMAL HEALTH BOHLABELA (BBR SOUTH) [2 POSTS] CENTRE **REF NO** DARDLEA/22/07/99 ANIMAL HEALTH (NKANGALA-KWAMHLANGA)

**REF NO** DARDLEA/22/07/100 CORPORATE SERVICES (EHLANZENI DISTRICT) [2 POSTS] CENTRE

**REF NO** DARDLEA/22/07/101

CENTRE

REQUIREMENTS: Grade 10/ABET with a minimum of 5 years cleaning experience. Must be medically and physically fit.

SKILLS AND COMPETENCIES: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals. Good personal and organizational skills Knowledge of Batho Pele Principles. Good interpersonal relations. Reasonable communication and problem solving skills. Knowledge of cleaning equipment and material. Ability to work independently and part of a team.

DUTIES: Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment's. Advice supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices, hallways, toilets and other buildings within the centre. Emptying of dustbins. Request cleaning material from the stores when required. Report defects in the workplace to immediate supervisor. Check and empty the waste bags, change and provide refuse bags and other cleaning services. Assist with administration duties were necessary. Perform other duties assigned by the Supervisor i.e. assist with switchboard and reception duties etc.

GENERAL WORKER ANIMAL HEAL SERVICES POST DIRECTORATE

R104 073,00 (LEVEL 02) SALARY STATE VÉT BOHLABELA DISTRICT (BBR SOUTH [RED LINE]) CENTRE

**REF NO** DARDLEA/22/07/102

REQUIREMENTS: Grade 10/ABET with a minimum of 5 years' relevant experience. Must be medically and physically fit.

SKILLS AND COMPETENCIES: Knowledge of Batho Pele Principles. Reasonable communication and problem solving skills. Good interpersonal relations. Knowledge of working equipment and materials. Must be prepared to work extended hours. Should be able to read and write. Ability to work independently and part of a team.

DUTIES: Perform general worker related duties, including but not limited to rendering fence patrols, repairs and maintenance, de-bushing of trees, slashing of grass and cutting of edges. Keep working area clean and tidy. Assist with the on/off load of deliveries. Perform general work as delegated by supervisor from to time.

**GROUNDSMAN** 

RESEARCH INFRASTRUCTURE SUPPORT SERVICES **DIRECTORATE SALARY** R104 073,00 (LEVEL 02) GERT SIBANDE (NOOIGEDACHT RESEARCH FARM)

CENTRE **REF NO** DARDLEA/22/07/103

REQUIREMENTS: Grade 10/ ABET with a minimum of 5 years' relevant experience. Knowledge of Batho Pele Principles. Must be medically and physically fit

SKILLS AND COMPETENCIES: Reasonable communication skills of English. Good interpersonal relations. Knowledge of working equipment and materials. Must be prepared to work extended hours. Should be able to read and write. Ability to work independently and part of

**DUTIES:** Perform groundsman related duties in the centre and/or offices, including but not limited to rendering gardening and maintenance services. Maintenance and cleaning of premises and surroundings. Planting of seedlings, mowing of lawn and cutting of edges. Keep parking areas, ditches and gutters clean and tidy. Empty refuse bins. Assist with the on/off load of deliveries. Wash and clean GG vehicles. Render messenger services when required. Operating and maintenance of all garden equipment, machines and tools. Perform general work as delegated by supervisor from to time.

GENERAL ASSISTANT

DIRECTORATE SUSTAINABLE RESOURCE MANAGEMENT SALARY

R104 073,00 (LEVEL 02)

NKANGALA DISTRICT (RENOVATION TEAM & WATER SUPPLY) CENTRE

DARDLEA/22/07/104

REQUIREMENTS: Grade 10/ ABET with a minimum of 5 years' relevant experience. Knowledge of Batho Pele Principles. Must be medically and physically fit. Driver's license will be an added advantage

SKILLS AND COMPETENCIES: Reasonable communication skills of English. Good interpersonal relations. Knowledge of working equipment and materials. Must be prepared to work extended hours. Should be able to read and write. Ability to work independently and part of

DUTIES: Perform general assistant related duties in the centre/offices/ site (construction), including but not limited to assist with the on/off load of deliveries. Render messenger services when required. Operating and maintenance of equipment, machines and tools. Perform general work as delegated by supervisor from to time. Act as an assistant for Professionals.

GENERAL ASSISTANT

ENVIRONMENTAL EMPOWERMENT SERVICES **DIRECTORATE SALARY** R104 073, 00 (LEVEL 02) **CENTRE** EHLANZÉNI (TONGA ENVIRONMENTAL CENTRE)

**REF NO** DARDLEA/22/07/105

REQUIREMENTS: Applicants must be in possession of an appropriate grade 10 or any qualification equivalent to grade 10. A minimum of 3 years working experience in ground and/or nursery management

SKILLS AND COMPETENCIES: Knowledge of general cleaning services, basic ablution hygienic principles, safety principles, Basic reading and writing skills Basic building and equipment maintenance skills, Basic communication skills. A valid driver's license

DUTIES: General cleaning and gardening services at the Centre and surrounding grounds and nursery, General maintenance of buildings structures and equipment at the centre and nursery, Effective and efficient management of departmental resources at the centre and nursery, Logistical support to the line function.

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

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 disqualify. 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 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 appointed such 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a>. 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.

