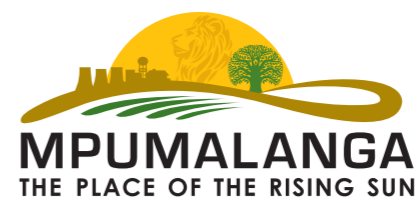


# agriculture, rural development, land & environmental affairs

**MPUMALANGA PROVINCE**  
**REPUBLIC OF SOUTH AFRICA**



**POST :** CHIEF FINANCIAL OFFICER  
**CHIEF DIRECTORATE :** FINANCIAL MANAGEMENT SERVICES  
**SALARY :** R1 269 951.00 PER ANNUM (LEVEL 14). ALL-INCLUSIVE REMUNERATION PACKAGE  
**CENTRE :** HEAD OFFICE  
**REF NO :** 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 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 driver's license.

**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 unauthorised, 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 unauthorised, 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.

**POST :** CHIEF DIRECTOR: RURAL DEVELOPMENT, LAND AND AGRARIAN REFORM  
**CHIEF DIRECTORATE :** RURAL DEVELOPMENT, LAND AND AGRARIAN REFORM  
**SALARY :** R1 269 951.00 PER ANNUM (LEVEL 14). ALL-INCLUSIVE REMUNERATION PACKAGE  
**CENTRE :** HEAD OFFICE  
**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 5 years in a Senior Management position.

**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 stakeholders. Computer Literacy (MS Word, Excel, PowerPoint, etc). A valid 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 established 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.

**POST :** SCIENTIFIC MANAGER GRADE B  
**DIRECTORATE :** TECHNOLOGY TRANSFER SERVICES  
**SALARY :** R1 106 814.00 PER ANNUM (OSD). ALL-INCLUSIVE REMUNERATION PACKAGE  
**CENTRE :** NOOITEDACHT (MSUKALIGWA)  
**REF NO :** 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. A valid 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.

**POST :** DIRECTOR: VETERINARY SPECIALIZED SERVICES  
**DIRECTORATE :** VETERINARY SPECIALIZED SERVICES  
**SALARY :** R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE  
**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.

**POST :** DIRECTOR ANIMAL HEALTH SERVICES  
**DIRECTORATE :** ANIMAL HEALTH SERVICES  
**SALARY :** R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE  
**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.

**POST :** DIRECTOR: CROP PRODUCTION (RESEARCH TECHNOLOGY AND DEVELOPMENT)  
**DIRECTORATE :** RESEARCH AND STRUCTURED AGRICULTURAL TRAINING PROGRAMME  
**SALARY :** R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE  
**CENTRE :** HEAD OFFICE (MBOMBELA)  
**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 communication skills to facilitate various collaborations with a variety of stakeholders and must be computer literate (MS Word, MS Excel and MS PowerPoint). 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 PowerPoint 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

**POST :** DIRECTOR: POLLUTION & WASTE MANAGEMENT  
**DIRECTORATE :** POLLUTION & WASTE MANAGEMENT  
**SALARY :** R1 073 187 PER ANNUM, (ALL-INCLUSIVE REMUNERATION PACKAGE)  
**CENTRE :** 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 EEPFA.

**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.

**POST :** DIRECTOR: LAND ADMINISTRATION  
**DIRECTORATE :** LAND ADMINISTRATION  
**SALARY :** R 1 073 187.00 PER ANNUM (LEVEL 13) (ALL-INCLUSIVE REMUNERATION PACKAGE)  
**CENTRE :** HEAD OFFICE (MBOMBELA)  
**REF NO :** DARDLEA/22/07/08

**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 (PSLSDC) 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 Development System (PMDS).

**POST :** DIRECTOR: AGRICULTURAL ECONOMICS & BUSINESS DEVELOPMENT  
**DIRECTORATE :** AGRICULTURAL ECONOMICS & BUSINESS DEVELOPMENT  
**SALARY :** R1 057 326 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE  
**CENTRE :** HEAD OFFICE (MBOMBELA)  
**REF NO :** DARDLEA/22/07/09

**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 Act, Public Service Regulations Treasury Regulations, Public Private Partnership, Logical Information System and other relevant prescripts. 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 PowerPoint). 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.

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

**POST :** DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT  
**DIRECTORATE :** HUMAN RESOURCE MANAGEMENT & DEVELOPMENT  
**SALARY :** R 1 073 187.00 PER ANNUM (LEVEL 13). ALL-INCLUSIVE REMUNERATION PACKAGE  
**CENTRE :** HEAD OFFICE (MBOMBELA)  
**REF NO :** 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.

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









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

**REQUIREMENTS:** Senior Certificate or equivalent qualification. A minimum of 3 years' appropriate experience in Animal Health.

**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.

POST : FARM FOREMAN  
DIRECTORATE : RESEARCH INFRASTRUCTURE SUPPORT SERVICES  
SALARY : R176 310.00 PER ANNUM (LEVEL 5)  
CENTRE : NOOITGEDAACHT REASERCH FARM  
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 non-line 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 license.

**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.

POST : DIP TANK ASSISTANT (6 POSTS)  
DIRECTORATE : ANIMAL HEALTH SERVICES  
SALARY : R147 459 PER ANNUM (LEVEL 4)  
CENTRE : BOHLABELADISTRICT (BBR SOUTH [POST 2])  
REF NO : DARDLEA/22/07/92  
CENTRE : EHLANZENI DISTRICT (NKOMAZI)  
REF NO : DARDLEA/22/07/93  
CENTRE : EHLANZENI DISTRICT (MBOMBELA)  
REF NO : DARDLEA/22/07/94  
CENTRE : NKANGALA DISTRICT (CHIEF ALBERT LUTHULI)  
REF NO : DARDLEA/22/07/95  
CENTRE : NKANGALA DISTRICT (DR. JS MOROKA)  
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.

POST : FARM AID II [2 POSTS]  
DIRECTORATE : RESEARCH INFRASTRUCTURE SUPPORT SERVICES  
SALARY : R124 434.00 PER ANNUM (LEVEL 3)  
CENTRE : ATHOLE REASERCH FARM  
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 advantage.

**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

POST : SENIOR ACCOUNTING CLERK  
SUB-DIRECTORATE : FINANCIAL SERVICES  
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.

POST : SENIOR ADMIN CLERK (FARM MANAGEMENT)  
CHIEF DIRECTORATE : RESEARCH AND STRUCTURED AGRICULTURAL EDUCATION AND TRAINING  
SALARY : R211 713.00 PER ANNUM (LEVEL 6)  
CENTRE : GERT SIBANDE  
REF NO : DARDLEA/22/07/86

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

**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.

POST : CLEANER (06 POSTS)  
DIRECTORATE : ANIMAL HEALTH SERVICES AND CORPORATE SERVICES  
SALARY : R104 073,00 (LEVEL 02)  
CENTRE : ANIMAL HEALTH BOHLABELA (BBR EAST)  
REF NO : DARDLEA/22/07/98  
CENTRE : ANIMAL HEALTH BOHLABELA (BBR SOUTH) [2 POSTS]  
REF NO : DARDLEA/22/07/99  
CENTRE : ANIMAL HEALTH (NKANGALA-KWAMHLANGA)  
REF NO : DARDLEA/22/07/100  
CENTRE : CORPORATE SERVICES (EHLANZENI DISTRICT) [2 POSTS]  
REF NO : DARDLEA/22/07/101

**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.

POST : GENERAL WORKER  
DIRECTORATE : ANIMAL HEAL SERVICES  
SALARY : R104 073,00 (LEVEL 02)  
CENTRE : STATE VET BOHLABELA DISTRICT (BBR SOUTH [RED LINE])  
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.

POST : GROUNDSMAN  
DIRECTORATE : RESEARCH INFRASTRUCTURE SUPPORT SERVICES  
SALARY : R104 073,00 (LEVEL 02)  
CENTRE : GERT SIBANDE (NOOIGEDACHT RESEARCH FARM)  
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 a team.

**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.

POST : GENERAL ASSISTANT  
DIRECTORATE : SUSTAINABLE RESOURCE MANAGEMENT  
SALARY : R104 073,00 (LEVEL 02)  
CENTRE : NKANGALA DISTRICT (RENOVATION TEAM & WATER SUPPLY)  
REF NO : 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 a team.

**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.

POST : GENERAL ASSISTANT  
DIRECTORATE : ENVIRONMENTAL EMPOWERMENT SERVICES  
SALARY : R104 073,00 (LEVEL 02)  
CENTRE : EHLANZENI (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 disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants should ensure that they submit their applications on or before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. NB: The Department reserves the right not to fill a position.

Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DARDLEA will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. The requirements for appointment at Senior Management Service (SMS) include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Failure to do this will result in the application being disqualified. The first two recommended MMS and SMS candidates will be subjected to a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments.

**IMPORTANT: DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DARDLEA through the filling of posts. The Department reserves the right not to fill a position.**

 Facebook Pages [dardleampumalanga / dardlea7](https://www.facebook.com/dardleampumalanga/)

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