

## agriculture, rural development, land & environmental affairs MPUMALANGA PROVINCE **REPUBLIC OF SOUTH AFRICA**



The Department is searching for dynamic, innovative, experienced and suitable ensure the effective, efficient and economical management and utilisation of resources allocated to candidatestofillthefollowingposts:

POST	:	CHIEF DIRECTOR: DISTRICT SERVICES
CHIEF DIRECTORATE	:	District Services
SALARY	:	R 1 251 183 per annum, Level 14 (All-inclusive
		Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/01

REQUIREMENTS: A postgraduate qualification in Agriculture/Agri-Economics/ Agricultural Extension/Public Administration/Public Management/Business Administration/Engineering qualification (NQF level 8) as recognized by SAQA, coupled with a minimum of 5 years'  $management related experience and knowledge in {\tt Agricultural Development} Management and at$ least 3 years' relevant experience at SMS level. A Master's degree will be an added advantage. A validdriver'slicense.

SKILLS AND COMPETENCIES: In-depth knowledge of extension methodologies and Landreform. Sound knowledge of Public Finance Management Act (PFMA), Treasury Instructions, Labour Relations Act, Public Service Act, and Public Service Regulations. Advance knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and ProjectManagement, FinancialManagement, ChangeManagement, KnowledgeManagement, Problem solving and analysis, Service Delivery Innovation, Client Orientation and Customer focus, facilitation, coordination, planning and organising, diversity management and good communicationskills(writtenandverbal).Goodnetworkingskillswithdifferentstakeholders.Good interpersonalskills.ComputerLiteracy(MSWord,Excel,PowerPoint,etc).

DUTIES: Oversee the overall District administrative supports ervices including the coordination of District Operational planning, Monitoring, Reporting and providing information management services. Oversee the overall management of the District Agricultural services and its activities in the Department. Oversee the management of Human Resource Management and Development, Operational and Financial Management (Supply Chain Management, budget, expenditure and financial reviews) in all the Districts. Coordination of Strategic and Operational Planning. Operations monitoring and reporting. Information and knowledge management. Oversee the management of agricultural developments and provide support services to IDP/LED planning environment of all the District Offices. Oversee the implementation of the Land & Agrarian Reform Programme (LARP). Providing support and guidance in compiling business plans of projects funded through CASP. Oversee the management of the Agro-Based LED forums in the Department. Ensure the compilation of District reports (Treasury, Lekgotla, Capital& CASP). Participate in the Departmental strategic planning & performance reviews. Render advisory servicestostakeholdersonAgriculturalproductionandrelatedmatters. Renderadvisoryservices to farmers on the optimal Land use practices in the Province. Promote, monitor and evaluate a gricultural developments. Promote adoption of new technology and best practices. Promote theuplifting of the rural peasanthouse holds. Implement comprehensive famer support programmes. Oversee the coordination of the process of planning and implementing Natural Resource Managementprojects. Ensure proper coordination of poverty alleviation, household food security programmes and job creation projects in the Department. Provide appropriate advisory support to developandstrengthenthecapacityofthefarmers. Ensurepropermanagementandsupervisionof Agricultural projects in the Department. Oversee the implementation of Extension and Advisory Recovery Plan (ERP). Ensure that famers participate in disaster and risk management programmes. Facilitate the famer's organisation for effective service delivery in the Province. Provide effective stakeholder and Inter-governmental relations services. Manage the implementation of stakeholder engagement services including mediation, conflict and dispute resolutionintheDepartment.

POST	:	CHIEF DIRECTOR: RESEARCH AND STRUCTURED AGRICULTURAL TRAINING
CHIEF DIRECTORATE	:	Research and Structured Agricultural Training
SALARY	:	R 1 251 183 per annum, Level 14
		(All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/02

**REQUIREMENTS:** An appropriate postgraduate qualification in Agriculture or equivalent qualification at NQF level 8 as recognized by SAQA. Minimum of 5 years proven experience at seniormanagementleveland with at least 3 years in Research and/or Training. Experience in both ResearchandTrainingwillbeanaddedadvantage. Avaliddrivers'license.

SKILLS AND COMPETENCIES: Advance knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Managementand Communication (written and verbal). Extensive knowledgeandunderstandingoftheAgriculturalSectorandtheagriculturaldevelopmentagenda. Must understand the role of Agricultural Training and Agricultural Research and in achieving the audit management. Management and monitor performance of leases. Ensure reliable reporting on strategies in support of the ICT sector and government programmes in order to encourage the core mandate of the Department. In-depth knowledge of PFMA, PSA, PSR, LRA, Treasury assets Regulations and all relevant prescripts. Knowledge of strategic planning and resourcing. The ideal POST candidate should have an extensive knowledge and experience at Senior Management level in the senior and the senior of the senpublic sector. Demonstrable Public Sector Leadership and Management acumen. Knowledge of Facilitation, Coordination, Planning and Organising and Diversity management. Good networking DIRECTOR skills with different stakeholders. Good interpersonal skills. Computer Literacy (MS Word, Excel, SALARY PowerPoint.etc)

the Directorate as outlined in the legislative framework for good governance. AnalyseLabour Relations data, identify trends, prepare and submit reports to the Executive Management. ManagementofhumanresourcesandfinancesoftheDirectorate.

POST	:	DIRECTOR: MANAGEMENT ACCOUNTING
DIRECTORATE	:	Management Accounting
SALARY	:	R1 057 326 per annum, Level 13
		(All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/04

REQUIREMENTS: Bachelor's Degree in Financial Management/ Accounting (NQF7) as recognisedbySAQA.Extensiveexperienceintherelevantfield.Applicantsmusthavefive(5)yearsof experienceatMMSlevel.Avaliddriver'slicense.

SKILLS AND COMPETENCIES: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Managementand Communication (written and verbal). Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Serviceorientated.Soundorganising,planningandleadershipskills.KnowledgeofHRmanagement practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Sound knowledge of Public Finance Management Act (PFMA), Treasury Instructions, Labour Relations Act, Public ServiceAct, and PublicServiceRegulations. Ability towork under pressure and longhours.

DUTIES: Manage accounting and reporting in compliance to PFMA requirements. Manage the development and maintenance of accounting and reporting policies, strategies and procedures. D Ensure facilitation of all financial and audit reporting requirements. Manage department's budget administration and reporting process in line with PFMA, Treasury Regulations and National Treasury SA auidelines C

POST	:	DIRECTOR: ASSET MANAGEMENT AND FACILITIES
DIRECTORATE	:	Asset Management and Facilities
SALARY	:	R1 057 326 per annum, Level 13
		(All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/05

REQUIREMENTS: Bachelor's Degree in Financial Accounting (NQF7) as recognised by SAQA; Extensive experience in the relevant field; Applicants must have 5 years of experience at MMSlevel.Avaliddriver'slicense.

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). Knowledge of assets management, procurement and business practices; Ability to establish and manage logistic management systems and controls. Knowledge of strategic planning and budgeting. Project management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and National Assets Management Framework. Extensive knowledge in Asset Management, coupled with understanding of SCOA. Abilitytoanalysefinancial reports and compile inputs to financial statements. Extensive knowledge of BASandLOGIS.Abilitytoworkunderpressureandlonghours.

DUTIES: Ensure compliance with the provisions of the PFMA, Treasury Regulations, National TransportPolicyandNationalAssetManagementGuideandFramework.Ensureeffective.efficient. economical and transparent use of the resources of the Department. Enhance the management, safeguarding and maintenance of all departmental assets and inventory. Ensure a complete, accurate and reliable Departmental Asset Register. Ensure effective and efficient Disposal Management. Implement preventative measures to protect the assets of the Department and reduce losses resulting from the ft, accidents, irregular, fruitless and wasteful expenditures and other losses. Ensure proper management of donations and gifts. Provide effective and efficient transports ervices and ensure economic use of departmental vehicles. Comply with all reporting requirements and ensure timeous submission of monthly and quarterly reports. Develop Asset Management Plan. Evaluate and control performance and management of asset acquisition process. Management of assets: Physical verification of assets. Internal and external transferso fassets. Identification of assets development of strategic objectives (Build the Department presence in the digital ecosystem, for disposals. Safeguarding of assets. Recording of loss, damage or mismanagement of assets. Maintenance of the Departmental Asset Register. Reconciliation of assets. Develop, implementand

Management and Empowerment, Programme and Project Management, Financial Management, Change Managementand Communication (written and verbal). Knowledge of contractmanagement. Knowledge of applicable legislation frameworks such as, Public Finance Management Act Treasury Regulations, Labour Relations Act, Public Service Act, and Public Service Regulations. Knowledge of Government policies and priorities in terms of Agriculture, Land Reform and Rural Development, supply chain management practices and other relevant prescripts. Extendedworkinghoursandpreparedtotravel. Experienceincapacitybuildingand good programme facilitation skills. Skills in team building and decision-making skills. 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, MS Power Point and MS Outlook). Ability to apply time management principles and adapt to continuous changing environment.

DUTIES: The successful candidate will be reporting to the Chief Director: District Services and will be responsible to provide strategic and leadership direction in the Directorate. Manage the provision of Agricultural Extension and Advisory service. Facilitate the establishment of extension forums. Evaluate and report on extension programmes. Establish and participate in institutional structures for planning, implementation and coordination of agricultural projects. Manage the provision of all agricultural specific interventions and support land reform projects. Development and implementation of policies, review and amend as and when required based on inputs from stakeholders. Facilitate, manage and implement strategic directions, development and support for land reform programme and rural development. Facilitate the resolution of specific challenges facing the sector. Provide monitoring and evaluation oversight of land reform programme and produce relevant reports. Participate in different forums that contribute towards development of Agriculture and Land Reform. Manage Mentorship and Graduate policies and practices. Provide information services to mentorship and graduates participants. Identify exit opportunitiesforGraduates.

POST DIRECTORATE	:	DIRECTOR: COMMUNICATION SERVICES Communication Services
SALARY	:	R1 057 326 per annum, Level 13
CENTRE	:	(All-Inclusive Remuneration Package) Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/08

REQUIREMENTS: A relevant undergraduate qualification at NQF level 7 in Communications/Marketing/Journalism as recognized by the South African Qualifications Authority (SAQA). Apostgraduate degree will be an added advantage. A minimum of 5 years of relevantexperienceataMMSlevelintheCommunicationsenvironment.Avaliddriver'slicense.

SKILLS AND COMPETENCIES: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Managementand Communication (written and verbal). Knowledge of applicable legislation frameworks such as, Public Finance Management Act, Treasury Instructions, Labour Relations Act, Public Service Act, and Public Service Regulations, ElectronicandCommunicationAct,BroadcastingAct,IndependentCommunicationAuthorityof South Africa Act. Knowledge of functioning of National, Provincial and Local government structures and functioning of the Departmental and Legislature's protocol processes, linkages with government clusters, Media and Marketing industry, cross cultural knowledge and client relations. Must have excellent skills in digital marketing with an understanding of web culture, social media platforms and channels, client orientation and customer focus, diversity management, risk management and corporate governance. Must have good verbal and written commination skills to facilitate various collaborations with a variety of internal and external stakeholders. Ability to apply time management principles and adapt to continuous changing environment. Ability to provide strategic direction in terms of communication issues to the Departmentandeventsmanagement

DUTIES: The successful candidate will develop and implement corporate communication projects and programmes for the Department, which entails corporate communication. assistance with implementation of publicity campaigns of/for the various directorates of the Department. Good internal and external commination as well as national, provincial and local liaison, toestablishand maintain the Department's website, medialiaison, mentoring and events administration. Responsible for human resource management. Management of the departmental image and provide communication and marketing services. Manage the Department's image in the digital space. This includes traditional media (print, electronic etc.), more importantly, all social media channels such as Facebook, Twitter, Google, YouTube etc. Develop and implement digital marketing, online communication and all new forms of digital marketing. Position the Department favorably within the ICT sector and public through the reposition the Department to be number one digital organisation in the Province). Ensure that the Departmentispresentinalldigitalchannels.DesignandmonitortheDepartmentdigitalmarketing strategy Beabletorespondpromptly. Managethedevelop nternetcommunications accelerated use of ICT as a tool of social economic development Manage the development and implementation of an annual communications strategy and provide support for departmental projects. Build communications networks with stakeholders in the ICT sector in order to improve the stakeholder's participation and involvement in Departmental programmes. Provide Google analyticsabouttheDepartment'sactivitiesandmentiononline.liaiseonbehalfoftheDepartment with all social media platforms. Manage the development and participation of marketing and communications policies within the Department and manage participation of Intergovernmental communications for ums. Manageres ources within the Media and Communications Directorate in line with relevant legislation in order to reach the strategic objectivesoftheDepartment.

DUTIES: Successful candidate will be responsible to provide strategic leadership and management for (i) Agricultural Research and development (ii) soil laboratory/analytical services (iii) Agricultural training, skills development and capacity building. Ensure that research and training contribute to agricultural development of the province. Ensure the implementation of nationalmandatespertainingtoresearchandtrainingintheprovincial. Managethecoordinationof strategic, annual and operational planning processes of the Chief Directorate. Manage the development and implementation of the Service Delivery Improvement Plan in the Chief Directorate. Oversee the process of developing internal policies, systems, frameworks and guidelinesinlinewithnationalpolicyguidelines/directivesforallthefunctionalareasofthepost. The successful candidate will be reporting to the Head of the Department, and ensuring delivery of the core mandate and strategic priorities of the Department. Ensure effective human resource and financial management. Ensure compliance with Public Service prescripts, departmental policies aswellasnormsandstandardsformanagingresearchandagriculturaltraining.

POST	:	DIRECTOR: LABOUR RELATIONS
DIRECTORATE	:	Labour Relations
SALARY	:	R1 057 326 per annum, Level 13
		(All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/03

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 LabourRelationsrelatedfields'environment.Avaliddrivers'license.

SKILLS AND COMPETENCIES: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, ChangeManagement and Communication (written and verbal). Sound knowledge of Labour Relations, Human Resource Management and Public Service prescripts, which include CollectiveAgreements,PublicFinanceManagementAct,TreasuryInstructions,LabourRelations Act, PublicServiceAct, and PublicServiceRegulations. In-depth knowledge of dispute resolution process/procedureinthePSCBCandGPSSBCandotherrelatedlabourforums.Abilitvtodevelop 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 and facilitation skills. Proven computer literacy, including advanced MS Word, MS Excel and MS Power Point including report writing and presentation skills. Good interpersonal skills. POS DIRE Abilitytofosterpartnershipsandstakeholdermanagement.Willingnesstoworkirregularhoursand travelextensively. SAL

DUTIES: Provide strategic and leadership direction in the Labour Relations Directorate. Manage relationships with recognised Trade Unions in ensuring cordial and constructive interaction and CEN acting as management representative in cases where disputes arise. Conduct research on REF 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 processes and arbitrations hearings. Coordinate and manage employee disciplinary process, conflict resolution process and oversee dispute resolution. 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

monitormaintenanceofassets Ensureeffectiveandefficientriskmanagement Ensureandenhance

	:	DIRECTOR: STRUCTURED AGRICULTURAL TRAINING
RATE	:	Structured Agricultural Training
	:	R1 057 326 per annum, Level 13 (All-Inclusive
		Remuneration Package)
	:	Head Office (Mbombela Municipality)
	:	DARDLEA/21/10/06

CENTRE

REF. NO.

REQUIREMENTS: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change POST Managementand Communication (written and verbal). Arelevant postgraduate qualification at NQF MANAGEM level8inAgricultureas recognised by the SouthAfrican QualificationsAuthority (SAQA). AMaster's DIRECTOR degree in Agriculture or equivalent qualification will be an added advantage. Aminimum of 5 years of SALARY relevantexperienceataMMSleveland3years'experienceinanEducationandTrainingenvironment. Experienceinanagriculturaltrainingenvironmentwillbeanaddedadvantage.Computerliteracv(MS CENTRE Word, MS Excel and MS Power Point presentation). Good communication skills (written and verbal) REF. NO. andanalyticalskills.Avaliddriver'slicense.

SKILLS AND COMPETENCIES: Knowledge of Strategic Capability and Leadership, People Environmental Sciences/or equivalent relevant qualification plus 5 years' experience in MMS Management and Empowerment, Programme and Project Management, Financial Management, Change Managementand Communication (written and verbal).Must have facilitation and coordination skills. Extensive knowledge of applicable legislation frameworks such as, Public SKILLS AND COMPETENCIES: Knowledge of Strategic Capability and Leadership, People Finance Management Act (PFMA), Public Service Act, Public Service Regulations Treasury Regulations, Public Private Partnership, Logical Information System and other relevant prescripts. Must have a good understanding of sector skills development, capacity building and training environment. Musthavegoodverbalandwrittencomminationskillstofacilitatevariouscollaborations withavarietyofstakeholdersandmustbecomputerliterate(MSWord,MSExcelandMSPowerPoint). Abilitytoapplytimemanagementprinciplesandadapttocontinuouschangingenvironment. DUTIES: Ensure the effective and efficient running of the Farmer Training Centers or Agricultural Colleges in the Province. Ensure the implementation of formal/accredited agricultural training (both think analytically and application of problem solving skills and time management. Ability to work short skills development and learnershipprogrammes in the province. Ensure the effective implementation of non-formal/ non-credit bearing farmer training programmes in the province. including negotiation and diplomacy; Policy analysis and development; Research analysis; Coordinate agricultural training and skills development in the province. Develop policies, Strategies Facilitation and presentation. Stakeholder and client liaison. Innovative and creative. Ability to and guidelines for the implementation of the farmer training programmes in the province. Manage the work in a team and independently. Ability to operate Microsoft office programmes effectively.

Training in the Department. Ensure the participation of the Department on Provincial, National and International Education and Training forums. Manage the coordination of strategic, annual and operational planning processes of the Directorate. Manage the development and implementation of DUTIES: Review Environmental Waste applications, Coordinating Pollution and Waste the Service Delivery Improvement Plan in the Directorate. Oversee the process of developing internal Management unit within head office, provide technical support to regional offices and clients and policies, systems, frameworks and guidelines in line with national policy guidelines / directives for all communities. Develop waste management plans and policies. Supervise policy thefunctionalareasofthepost. Ensureeffectivehumanresourceandfinancialmanagement. Ensure implementation. Manage resource utilization. Coordination of Provincial administration, compliance with Public Service prescripts, departmental policies as well as norms and standards for planning, budgeting, performance management and reporting. Provide line function support on managingresearchandagriculturaltraining

ST	:	DIRECTOR: LAND AND AGRARIAN REFORM	
ECTORATE	:	Land and Agrarian Reform	POS
LARY	:	R1 057 326 per annum, Level 13)	DIR
		(All-Inclusive Remuneration Package: 3 years fixed term contract )	SAL
NTRE	:	Head Office (Mbombela Municipality)	CEN
F. NO.	:	DARDLEA/21/10/07	REF

REQUIREMENTS: ABSCDegreeinAgriculturalScience/Bachelor'sDegreeinAgriculture/BTechin REQUIREMENTS: Appropriate Bachelor's Degree (NQF 7) environmental science fields or Agriculture/ Rural Development (NQF Level 7) as recognized by the South African Qualification equivalent qualification plus 5 years' experience in MMS level of which 3 years must be in the Authority (SAQA). A postgraduate degree will be an added advantage. A minimum of 5 years' experience in Agriculture, Rural Development, Economics, Land and Agrarian programmes in an MMSlevel.Avaliddriver'slicense.

internal and external stakeholders and represent the Department in all Labour Relations Fora and SKILLS AND COMPETENCIES: Knowledge of Strategic Capability and Leadership, People Management, Change Management and Communication (written and verbal).

	:	DIRECTOR: POLLUTION AND WASTE
IENT		
RATE	:	Pollution and Waste Management
	:	R1 057 326 per annum, Level 13
		(All-Inclusive Remuneration Package)
	:	Head Office (Mbombela Municipality)
	:	DARDLEA/21/10/09

REQUIREMENTS: An appropriate Bachelors' Degree (NQF 7) in Natural Science/ levelofwhich3yearsmustbeintherelevantfields.Avaliddriver'slicense.

Management and Empowerment, Programme and Project Management, Financial Management, Change Managementand Communication (written and verbal). Knowledge in relevant Public Service Regulatory Framework (Public ServiceAct, 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,regionallylocally)andIntergovernmentalinstitutionalarrangementsforenvironmental management functions. Ability to conduct research, gather and analyze information. Ability to independentlyandinamultidisciplinaryteam.Excellentverbalandwrittencommunicationsskills development of policies, strategies and service delivery systems of Agricultural Education and Ability to work under pressure. Proven ability and experience to write and interpret technical reportsanddocuments.Negotiationskills.

> environmental planning and coordination; facilitate and monitor project development and implementationtoaddresswasteenvironmentalissues

ed	POST DIRECTORATE SALARY CENTRE	:	DIRECTOR: IMPACT MANAGEMENT Impact Management R1 057 326 per annum, Level 13 (All-Inclusive Remuneration Package) Head office (Mbombela Municipality)
	CENTRE REF. NO.	:	Head office (Mbombela Municipality) DARDLEA/21/10/10

relevantfields.Apostgraduatedegreewillbeanaddedadvantage.Avaliddriver'slicense.

SKILLS AND COMPETENCIES: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial

Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management Act in practical implementation of section 24 of the POST Constitution, National Environmental Management Act, environmental Impact assessment DIREC regulations, policies, guidelines, norms and standards. Integrated Environmental management, SALA 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 CENTE includingnegotiation and diplomacy; Policy analysis and development; Research analysis; Facilitation and presentation. Stakeholder and client liaison. Ability to work in a team and independently. Ability to REF. N operate Microsoft office programmes effectively. Ability to work under pressure. Proven ability and CENT experiencetowriteandinterprettechnicalreportsanddocuments.

**DUTIES:**ReviewEnvironmentalImpactapplications.CoordinateEnvironmentalImpactManagement unitintheregion.Supervisepolicyimplementation.Providetechnicalsupportandadvicetotheregional unit, clients/ stakeholders and communities.Develop regional planning, resource utilisation and management. Coordinate regional administration, planning, budgeting, performance management and reporting. Provide line function support on environmental planning and coordination.Facilitate projectdevelopmentandimplementationtoaddressenvironmentalissues.

POST	:	SCIENTIFIC MANAGER (GRADE A) AGRICULTURAL CROP RESEARCH AND DEVELOPMENT
DIRECTORATE	:	Research and Technology Development
SALARY	:	R898 569 per annum (as per OSD prescripts)
CENTRE	:	Nooitgedacht Research Farm
		(Msukaligwa Municipality)
REF. NO.	:	DARDLEA/21/10/11

**REQUIREMENTS:** PostGraduate Degree or relevant qualification. Minimum Qualification B Honours Degree with a soil science major. Six (6) years post qualification natural scientific experience. Part of this experience must include working in the laboratory/analytical environment. At least 3 years assistant manager work experience. Compulsory registration with SACNASP as a Professional. Availd drivers' license.

SKILLS AND COMPETENCIES: Scientific leadership abilities. Managerial, programme and project management. Scientific methodologies and models, technical report writing. Strategic capability, leadershipandmanagementskills. Musthaveagoodunderstandingofagriculturalsectordevelopment and laboratory services. Knowledge and application of the Labour Relations Act, Public Service Act, Public Service Regulations, Treasury Regulations, Public Private Partnership and other relevant prescripts. Ability to write technical reports. 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 changingenvironment.

DUTIES: The successful candidate will be reporting to the Chief Director: Research and Structured Agricultural Education and Training. Provide strategic leadership and management for the laboratory services. Develop and implement the strategy for effectively operating the analytical/laboratory service to meet the professional standards. Ensure compliance with Public Service prescripts departmental policies as well as norms and standards for managing laboratory services. Responsible to provide strategic leadership and management of the soil laboratory. Develop laboratory policies, strategies, processes and systems which will promote improved agricultural productivity in the province. To enhance productivity through developing appropriate agricultural production systems and recommending optimum production practices by producers. Ensure collaborations and partnerships with other laboratories, research institutions, industries, commodity organisations and academic institutions on research matters. Ensure the participation of the department in relevant forums and liaise with relevant stakeholders. Ensure the implementation of relevant national mandates. Manage the coordination of strategic, annual and operational planning processes of the laboratory services. Manage the development and implementation of the Service Delivery Improvement Plan. Ensure effective human resource and financial management. Ensure compliance with Public Service prescripts, departmental policiesaswellasnormsandstandardsforlaboratoryservices.

POST CLINICALSERVICES	:	DEPUTY DIRECTOR : VETERINARY
DIRECTORATE	:	Veterinary Specialised Services
SUB-DIRECTORATE	:	Veterinary Clinical Services
SALARY	:	R869 007 per annum, Level 12
		(All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.		DARDLEA/21/10/12
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**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 registrationcertificate, aswellas proof that registration is up to date, must be attached to the application). Relevant experience inveterinary clinical services, awareness and veterinary facilities and mobile units. Experience in the management of human and other resources. Availd driver's license.

SKILLSAND COMPETENCIES: Applicant must have applicable experience and sound knowledge of Medicines and Related Substances Control Act 101 of 1965, Performing Animals Protection Act 24 of 1935, Animal Protection Act 71 of 1962 and Animal Diseases Act 35 of 1984. Good verbal and written communication skills. Must be computer literate (MS Word, MS Excel and MS Outlook). Must be able to managestaff, finances and other logistics.

**DUTIES:** Coordinate the rendering of veterinary clinical services in the Province. Ensure all medicines and drugs for the facilities are in stock and stored/used according to relevant legislation. Coordinate Compulsory Community Service Programme for veterinary graduates. Ensure maintenance of registrationofveterinaryfacilities underhis/herjurisdiction. Responsibleforinformationmanagementof the sub-directorate including proper credible reporting to the relevant structures. Participate in local, regional, provincial and national standard setting bodies. Coordinate sterilization and other relevant campaigns. Communication with other Departments and Directorates with respect to clinical services and CCSProgramme. Managehuman, financeandotherresources underhis/herjurisdiction.

POST	:	DEPUTY DIRECTOR: VETERINARY PUBLIC HEALTH
DIRECTORATE	:	Veterinary Specialised Services
SUB-DIRECTORATE	:	Veterinary Public Health
SALARY	:	R869 007 per annum, Level 12
		(All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/13

POST DIRECTORATE SALARY CENTRE	: :	DEPUTY DIRECTOR: VALUE CHAIN Land Agrarian and Reform R869 007 per annum, Level 12, (All-inclusive Remuneration Package) Bohlabela District Office
REF. NO. CENTRE REF. NO.	:	(Bushbuckridge Municipality) Dardlea/21/10/15 Nkangala District Office (Thembisile Hani Municipality) Dardlea/21/10/16

**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 5 years' relevant experience at management(AssistantDirector)level.Avaliddriver'slicense.

SKILLS AND COMPETENCIES: Knowledge and understanding on Financial Management legislation frameworks, policies, practices and procedures. Knowledge and understanding of the PublicFinanceManagementAct(PFMA), TreasuryRegulationsandguidelines; PublicServiceAct (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 Bathopele principles. People and diversity management. Good communication skills bothverbalandwritten.Computerliteracy(MS).

**DUTIES:** Successful candidates will be reporting to the District Manager and be responsible to:Facilitate production economics; Facilitate and managing marketing services; Understanding oftheAgri-BEEsectorcode; ImplementAgri-BEEsectorcode. DevelopAgri-processingstrategyin the District; Understanding food safety requirement; Facilitate the development and implementation of macro-economic; Understanding the cooperativeAct; 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. Developandmanagetheoperationalplanofthesub-directorateandreportonprogressasrequired. Compileandsubmitallrequiresadministrativereports.

POST	:	ENVIRONMENTAL OFFICER CONTROL (GRADE B)
DIRECTORATE	:	Pollution Management
SALARY	:	R846 618.00 per annum (as per OSD prescripts)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/17

**REQUIREMENTS:**AnappropriateBachelor'sDegree(NQF7)inNaturalScience/Environmental Sciences/orequivalentrelevantqualificationplus5years'experienceinSupervisorylevelofwhich 3 years must be in the relevant fields. A post graduate degree will be an added advantage. A valid driver'slicense.

SKILLS AND COMPETENCIES: Knowledge in relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management Act, depth knowledgeinsection24oftheConstitution,EnvironmentalManagement:WasteAct,Regulations and Policies, developmentissues(globally,regionallylocally)andIntergovernmentalinstitutional 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. Projectadministration.Innovativeandcreative.Ability to work under pressure and people management. Proven ability and experience to write and interpret technical reports and documents.Managementandnegotiationskills.

**DUTIES:** Review Environmental Waste applications, Coordinating Pollution and Waste Management unit within Head Office. Provide technical support or regional offices and clients and communities. Develop waste management plans and polices supervise policy implementation, manage resource utilisation 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 implementation to addressenvironmentalissues.

:	ENVIRONMENTAL CONTROL OFFICER (GRADE B)
:	Impact Management
:	R846 618.00 per annum (as per OSD prescripts)
:	Gert Sibande (Msukaligwa Municipality)
:	DARDLEA/21/10/18
	:

**REQUIREMENTS:** Appropriate Bachelor's Degree (NQF 7) in environmental science fields or equivalent qualification plus 5 years' experience in Supervisory level of which 3 years must be in the relevant fields. Apost graduated egree will be an added advantage. Avail ddriver's license.

SKILLSANDCOMPETENCIES: 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 independentlyand 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 programmeseffectively.Abilitytoworkunderpressureandpeoplemanagement. Provenabilityand experience towrite and interpret technical reports and documents. Management and negotiation

POST	:	DEPUTY DIRECTOR: DEMAND MANAGEMENT
DIRECTORATE	:	Supply Chain Management
SALARY	:	R733 257 per annum, Level 11
		(All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/21

**REQUIREMENTS:** A recognised Bachelor's Degree or National Diploma in Logistics Management/ Supply Chain Management or equivalent relevant plus3- 5 years relevant workingexperience. Atleast3 years as an Assistant Director under SCM. Availd driver's license.

SKILLS AND COMPETENCIES: Knowledge of demand management, procurement and business practices. Ability to establish and manage asset management system and controls. Knowledgeofstrategicplanning and budgeting. 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, TreasuryRegulations, FrameworkforSupplyChainManagement(SCM), CodeofConductfor SCMPractitioners, Preferential ProcurementPolicyFrameworkAct and other Public service financial legislative frameworks. Analytical and numerical skills; good report writing skills, interpresonalandproblemsolvingskills.

DUTIES: The successful candidate will develop and implement demand management frameworks and strategies; ensure the consolidation of the procurement requirements from BranchesinlinewiththestrategicplanoftheDepartmenttimeously.Ensurecompliancewiththe Framework for SCM. Ensure a consolidated Procurement Plan for goods and services with critical delivery dates and the approval thereof on time and submission to National Treasury. Manage the implementation of Central Supplier Database. Facilitation of Bid Specification Committee meetings. Review and manage policies, instruction notes and supply chain performance.Monitor, analyse and implement SCM policies and National Treasury instruction notes. Review and implement sourcing strategy. Monitor and evaluate compliance of procurement processes with relevant policies and procedures. Analyse and report on Black EconomicEmpowermentanddevelopmentprogrammes.Maintainandreportstatisticsonthe procurement model and improved compliance with Supply Chain Management reporting requirement. Implement and maintain a system for reporting and evaluation of procurement awards. Provide advisory support to management on the implementation of the most appropriate procurement methods, when such expertise is required. Provide operational support and related training and development. Manage the Directorate. Manage office administration services. Manage human resources, equipment and finances. Manage employment-relatedprocesses.

POST	:	DEPUTY DIRECTOR: AQUISITION MANAGEMENT
DIRECTORATE	:	Supply Chain Management
SALARY	:	R733 257 per annum, Level 11 (All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/22

**REQUIREMENTS:** An appropriate relevant qualification at NQF level 7 as recognised by SAQA in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing / Public Management or equivalent relevant plus 3-5 years relevant working experience. At least 3 years' experience as an Assistant Director under SCM. Avalid driver'slicense.

SKILLS AND COMPETENCIES: Knowledge of demand management, procurement and business practices. Ability to control and manage the acquisition of services and assets of the Department. Ability to develop, interpretand applypolicies, strategies and legislation. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results Advanceskills 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 ChainManagement, Code of Conduct for SCMP ractitioners, Preferential Procurement Policy Framework Act and other Public service financial legislative frameworks. Analytical and numerical skills; good report writing skills, interpresonal and problem solving skills. Computer skills in MicrosoftOffice.

**DUTIES:** Ensure effective BidAdministration services through compilation of biddocuments, 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. Analyse bids and proposals. Ensure that specifications are legitimate and comply with government policies. Provide support to all departmental bidcommittees. Rendersupport in the monitoring and implementation of internal control systems in order to meet delivery expectations. Ensure that proper and adequate processes are inplace to update and maintain bid processes in line with appropriate legislation. Provide support, advice and guidance to all responsibility managerstoen sure compliance with SupplyChainManagement prescripts.

POST	:	DEPUTY DIRECTOR: MOVABLE ASSETS
DIRECTORATE	:	Asset Management and Facilities
SALARY	:	R733 257 per annum, Level 11
		(All-inclusive Remuneration Package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/23

**REQUIREMENTS**: An appropriate Bachelor's Degree/National Diploma in Commerce/Accountancy/Logistics Management/Supply Chain Management or equivalent relevant at NQF 6 as recognised by SAQA. A minimum of five (5) years relevant working experience in Supply Chain Management/Asset Management of which three (3) years at an AssistantDirectorlevel.Avaliddriver'slicense.

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 registrationcertificate, aswellasaproofthat registration is uptodate, must be attached to the application). A valid driver's license. Relevant experience in veterinary public health, veterinary public health extension and community outreach programmes. Relevant experience in the application of the Meat SafetyAct.Managementofhumanandotherresources underhis/her.

SKILLSANDCOMPETENCIES: Applicant must have in-depth knowledge of the Meat Safety Act 40 of 2000, Red Meat Regulations of 2004, Poultry Regulations of 2006 and Ostrich Meat Regulations and knowledge of Animal Protection Act 71 of 1962, Animal Diseases Act 35 of 1984 as well as Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947. Must have in-depth knowledge of the Meat Inspection Scheme and auditing of food safety systems. Good verbal and written communication and must be computer literate (MS Word, MS Excel and MS Outlook). Must be able to manage human, finances and other resources.

**DUTIES:** The incumbent will be responsible for the following duties: Coordinate the executing and administrationoftheMeatSafetyAct2000(Act40of2000).Monitoringofhealthandhygienestandardsin abattoirs. Coordinate meat inspection and hygiene control in abattoirs to ensure meatsafety for human consumption. Coordinate the provision of veterinary public health extension service and training to clients. Liaison and communication with various role players, stakeholders and communities in the Province and with other provinces and/or National Department. Facilitation of the export of animal products and products of animalorigin.Registration of abattoirs.Participation inlocal, regional, provincial and national standard setting bodies. Responsible for information management of the sub-directorate including proper credible reporting to the relevant structures. Manage human, finance and other resources underhis/herjurisdiction.

POST	:	DEPUTY DIRECTOR: STRUCTURED AGRICULTURAL TRAINING
DIRECTORATE	:	Structured Agricultural Training
SALARY	:	R869 007 per annum,
		Level 12 all-inclusive package
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/14

**REQUIREMENTS:** ArelevantpostgraduatequalificationatNQFlevel8inAgricultureasrecognizedby the South African Qualifications Authority (SAQA). A Masters' degree will be an added advantage. A minimum of 3-5 years of relevant experience at an Assistant Director level in the agricultural sector, particularlyintheAgriculturalEducationandTrainingenvironment.Avaliddriver'slicense.

SKILLS AND COMPETENCIES: Programme and Project Management; Financial Management; Knowledge and application of agricultural training, skills development and capacity building related policies. Knowledge of applicable legislation frameworks such as, Public Finance Management Act (PFMA), Treasury Regulations, Public Private Partnership, Logical Information System, Public Service Act, and Public Service Regulations and other relevant prescripts. Must have good verbal and written commination skills to facilitate and coordinate with a variety of stakeholders. Mustbe computer literate (MSWord, MSExcel, MSPowerPoint, etc).

**DUTIES:** The successful candidate will be reporting to the Director: Structure Agricultural Education and Training. He/she will be responsible to manage the effective implementation of the training strategy in the province. Manage the farmer training centres/agricultural Colleges in the province. Coordinate the formal and non-formal training programmes. Ensure the development of the provincial farmer training plan. Collaborate with the relevant stakeholders. Ensure the implementation Departmental policies, strategies and guidelines for the implementation of the farmer training programmes in the province. Participate in the budgeting process of the Agricultural Education and Training centers in line with the set legislations. Keep up to date the applicable prescripts, policies, procedures, systems, technologies and developments. Participation of the Department on Provincial, National and International Education and Training forums.

skills.

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**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 addressenvironmentalissues.

ST	:	DEPUTY DIRECTOR: FINANCIAL SERVICES (2 POSTS)
RECTORATE	:	Financial Management
LARY	:	R733 257 per annum, Level 11
		(All-inclusive Remuneration Package)
NTRE	:	Bohlabela District Office
		(Bushbuckridge Municipality)
F. NO.	:	DARDLEA/21/10/19
NTRE	:	Gert Sibande District Office
		(Msukaligwa Municipality)
F. NO.	:	DARDLEA/21/10/20

**REQUIREMENTS:** A National Diploma or Degree in Financial Management or relevant tertiary qualification at NQF Level 6 as recognised by the SouthAfrican Qualifications Authority (SAQA). A post graduate degree will be an added advantage. 3-5 years relevant working experience. A minimum of three (3) years' relevant experience in Finance at management (ASD) level. A valid driver's license.

SKILLS AND COMPETENCIES: Knowledge and understanding on Financial Management legislation frameworks, policies, practices and procedures. Knowledge and understanding of the PublicFinanceManagementAct(PFMA), TreasuryRegulations and guidelines; LabourRelations Act, PublicServiceAct(PSA), PublicService Regulations. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of equal opportunities and AffirmativeAction guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of departmental policies, procedures and government financial systems (PERSAL, BAS and LOGIS). Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Goodcommunicationskills; bothverbalandwritten. Accountabilityandethicalconduct.

DUTIES: Responsible for the budget control and monitor expenditure and revenue in the District. Managethe Finance and Supply Chain Management Unitto provide effective and efficient finance and procurement service. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Manage the financial revenue, expenditure, management and accounting transactions of the District. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Effective management of District budget processes and reporting thereof. Managing District Asset Register and safeguarding departmental assets. Managing Supply Chain functions in line with District compliance on all Financial Transactions as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, departmental policies, procedures and related circulars. Manage Internal Control functionalities and attend to audit queries. Proper recording of all Accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services rendered Expenditure management will include payments for compensation of employees, goods and services, transfers and subsidies and reporting and ensuring that they are efficiently and effectively performed. Provide financial administration and accounting services (legal/journals, accounting and reporting, interim and annual of statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. UndertakeHumanResourceandotherrelatedadministrativefunctions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all requiresadministrativereports, serveontransversetaskteamasrequired.

SKILLSAND COMPETENCIES: Knowledge and understanding of the Standard Charts of Accounts (SCOA), the Basic Accounting System (BAS), LOGIS and the Departmental ReportingFrameworkGuide.Abilitytomanageandmotivatepeopleaswellasidentifystrategic and reporting gaps and propose viable solutions. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury RegulationsandNationalTreasuryInstructionnotes.KnowledgeoftheDepartmentsmandate and its relationship with stakeholders in the sector. Financial Management. Excellent analytical, numeric, communication and report writing skills. Ability to handle multiple and complex tasks and projects. Good computer skills in MS Word, MS Excel, MS Project and PowerPoint.PeopleManagementskillswiththeabilitytodealwithstakeholdersatalllevels.

**DUTIES:** Strategic financial planning relating to the long-term acquisition, deployment and disposal of movable assets (including inventories); the provision of advice from a financial perspective to line managers about movable asset management policies and procedures including funding methodologies, maintenance schedules and safeguarding arrangements; monitoring the use of movable assets including physical verification, utilization rates and transfers between departments; Identify and manage all business risks relating to movable assets;Managetherisklossesanddevelopsystemstomitigateit;Provideinputsforcontinuous improvement, development and monitoring of movable assets Management policies and procedures • Correct valuations, misallocations and journals. Prepare and management disclosure notes in the Financial Statements • Manage disposal of departmental immovable assets•Managementofstaff.

POST	:	OFFICE MANAGER (Office of the HOD)
SALARY	:	R733 257 per annum, Level 11
		(all-inclusive remuneration package)
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/24

**REQUIREMENTS:** Formal Qualifications: Athree-yearbachelor's degree/diploma/NQF6in Public Management /Business Management with 3-5 years' experience on the Assistant Directorlevelwith3yearsworkingexperienceintheOfficeoftheHODasanaddedadvantage.A validdriver's licence.

**SKILLS AND COMPETENCIES:** Knowledge of Public Finance Management Act, Labour Relations Act, Public Service Act, Public Service Regulations, Treasury Regulations, FrameworkforSupplyChainManagementandotherrelevantlegislations. Computerliteracy. Research, reporting writing, negotiation, interpersonal relations, communication, conflict management, presentation skill and working within a team. High level of reliability and confidentiality.Abilitytoworkunderpressure.

**DUTIES:** Provide technical, administrative and secretariat support services to the Head of Department. Manage workflow control systems in the office of the HOD. Control of return date list. Compile EXCO memoranda and memoranda with regard to sensitive issues that is not linked to a specific line function. Prepare draft letters and memoranda on request. Handle personal arrangements for participants/visitors (bookings). Handle external enquiries. Manage HOD's diary. Provide technical and administrative support on matters pertaining to Departmental and Portfolio Committees, as well as other relevant committees and structures. Quality control of incoming and outgoing memos and submissions for correctness and completeness. Deal with internal work related queries. Gather information on issues to be discussed with HOD. Follow up on implementation of meeting resolutions, submissions and scheduled report. Maintain PSA and PFMA delegation register (delegations are developed by the assigned officials i.e. CFO and Head of Corporate Services). Dissemination of work and routeletters, memosand documents. Dealwith internalwork related queries.

POST	:	STATE VETERINARIAN: VETERINARY PUBLIC HEALTH
DIRECTORATE SUB-	:	Veterinary Specialised Services
DIRECTORATE	:	Veterinary Public Health
SALARY	:	R733 257 per annum, Level 11 (all-inclusive package)
CENTRE	:	Gert Sibande (Dipaleseng Municipality)
REF. NO.	:	DARDLEA/21/10/25

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).Avaliddriver'slicense.

SKILLSANDCOMPETENCIES: ApplicantmusthavesoundknowledgeoftheMeatSafetyAct40of 2000, RedMeatRegulationsof2004, Poultry Regulations of 2006 and Ostrich MeatRegulations and knowledgeofAnimalProtectionAct71of1962andAnimalDiseasesAct35of1984.Fertilizers,Farm Feeds, Agricultural Remedies and Stock Remedies Act36 of 1947. Must have knowledge of the Meat Inspection Scheme and hygiene management system. Auditing of Food Safety Systems. Must have good verbal and written communication skills. Must be computer literate (MSWord, MSExcel andMSOutlook).

DUTIES: The incumbent will be responsible for the following duties: Executing and administering theMeatSafetyAct2000(Act40of2000).Monitoringofhealthandhygienestandardsinabattoirsand otherfacilities. Provision of veterinary public health extension service and training to clients. Liaison and communication with various role players, stakeholders and communities. Certification of export ofanimalproductsandproductsofanimalorigin.Facilitateregistrationorde-registrationofabattoirs 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, financeandotherresourcesunderhis/herjurisdiction.

POST : STATE VETERINARIAN: ANIMAL HEALTH			
DIRECTORATE	:	Animal Health Services	
SUB-DIRECTORATE	:	Bohlabela District Animal Health Services	
SALARY	:	R733 257 per annum, Level 11	
		(all-inclusive package)	
CENTRE	:	Bushbuckridge South	
		(Bushbuckridge Municipality)	
REF. NO.	:	DARDLEA/21/10/26	

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).Avaliddriver'slicense.

SKILLSANDCOMPETENCIES: Applicant must have so und knowledge of Animal Diseases Act 35 of 1984. Some knowledge of the Meat Safety Act 40 of 2000. Must have good verbal and written communicationskills.Mustbecomputerliterate(MSWord,MSExcelandMSOutlook).Knowledge and experience of wild life will be an added advantage.

DUTIES: Animal disease control by implementing Animal Diseases Act 35 of 1984; Implement animal health programmesschemes 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; managementofstaff,financesandlogistics

POST	:	CLINICAL STATE VETERINARIAN
DIRECTORATE	:	Veterinary Specialised Services
SALARY	:	R733 257 per annum, Level 11
		(all-inclusive package)
CENTRE	:	Ehlanzeni District
		(Nkomazi Municipality)
REF. NO.	:	DARDLEA/21/10/27

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).Applicable experience in a veter in ary environment will be an added advantage. Avalid driver'slicense.

SKILLS AND COMPETENCIES: Sound knowledge of clinical services including primary animal health care needed. Knowledge of Animal Welfare legislation and Animal Diseases Act 35 of 1984 essential. Good verbal and written communication skills and must be computer literate (MS Word, MSExcelandMSOutlook).Peopleskills.

DUTIES: management of human resources, financial resources, clinic inventory including medicines and drugs according to relevant legislation, transport and other logistics. Assist in ensuring the clinic infrastructure is SAVC compliant. Veterinary extension, liaison and communication with relevant stakeholders. Provide support to Departmental animal projects. Implementationofanimalwelfareprogrammes.

POST	:	STATE VETERINARIAN: ANIMAL HEALTH
DIRECTORATE	:	Animal Health
SALARY	:	R733 257 per annum, Level 11
		(all-inclusive package)
CENTRE	:	Nkangala District (Steve Tshwete Municipality)
REF. NO.	:	DARDLEA/21/10/28

REQUIREMENTS: Appropriate Bachelor of Veterinary Science (BVSc/BVMCh) degrees and must be registered with the South African Veterinary Council as a veterinarian (copy of SAVC registration certificate, as well as a copy of proof that payment for registration is up to date, must be

ManagementAct and Treasury Regulations). 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. Innovation and creativity. Ability to work in a team and independently. Ability to operate Microsoft Office programmes effectively. Ability to work under pressure and people management.

DUTIES: Provide advice to line managers regarding grievances, disputes and misconduct cases. Represent the employer at conciliation and arbitration. Conduct training (formal and informal). Facilitate conflict resolution and represent the employer indispute resolution hearings, conciliation and arbitration. Implement, 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 advice regarding policies, requirements and prescripts to all stakeholders. Compile statistics and reports on Labour Relations matters. Monitor whether Labour Relations matters are attended to by appointed officials within stipulated time frames. Participate in Labour Relations fora and related statutory bodies. Provide logistical and administrativesupporttoStateAttorney.

POST	:	ASSISTANT DIRECTOR: RISK MANAGEMENT (Office of the HOD)
SALARY	:	R470 040.00 per annum, Level 10
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/31

REQUIREMENTS: Bachelor's Degree (NQF 7) / National Diploma (NQF 6) in Risk or Integrity Management/InternalAudit/CostandManagementAccounting.3-5years'relevantexperiencein Risk Management services of which 3 years must be at an Assistant Director level. Integrity Managementisanaddedadvantage.Avaliddriver'slicense.

SKILLSAND COMPETENCIES: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, Financial Management Principles, Financial Accounting Principles, BAS system. BasicConditionsofEmploymentAct,75of1997andProvincialTreasuryDirectives.Possessskills onpolicymanagement, communication (verbalandwritten), presentation, resourcemanagement, conflict resolution, customer and quality management, Problem solving and decision making. Abilitytoworkunderpressure.

DUTIES: Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Implement and improve the risk management framework. Assist in undertaking studies and analysis for identifying risks to establish the internal and external organisation context. Facilitate and advice on the risk management assessment process. Monitor and review the identified risk response activities. Assist in compiling risk profile (ensurethattheriskregisterismaintained).

Assist in compiling reports as required. Facilitate the institutionalization risk management.Ensurethatriskmanagementphilosophyandcultureisembeddedinthe organisation. Assist in managing and undertake capacity development (inform, guide and advise employees on risk management matters). Undertake Human Resource and other related administrative functions. Assist with the establishment, implementation and maintain efficient and effectivecommunicationarrangements. Assistinthedevelopmentoftheoperational planofthesubdirectorate and report on progress as required. Assist in the development, implementation and maintainprocessestoensurepropercontrolofwork.Compileandsubmitallrequiredadministrative reports. Serve on transversal task teams as required. Procurement and asset management for the subdirectorate.Qualitycontrolofworkdeliveredbyemployees.Renderfunctional,technicaladvice and guidance. Co-ordinate the development and monitoring of the implementation of the Business continuity management. Establishment of systems in relation to risk assessment, and appropriate measures. Ethics and Integrity Management. Assist in the development, facilitation, and implementationofAnti-Corruptionstrategyandplan.EnsurethatPublicServiceCodeofConductis embedded in the department. Deal with matters of Remuneration on work Outside the Public Service. Facilitate the processes of Financial Disclosures. Report corruption, investigations mechanismsandreferraltotherelevantlawenforcementagencywherenecessary.

POST	:	ASSISTANT DIRECTOR: FURTHER EDUCATION AND TRAINING (FET)
DIRECTORATE	:	Structured Agricultural Training
SALARY	:	R376 596 per annum, Level 09
CENTRE	:	Gert Sibande FET (Msukaligwa Municipality)
REF. NO.	:	DARDLEA/21/10/32

**REQUIREMENTS:** Bachelor's Dearee in Agriculture/Education/Public Administration/Management or equivalent gualification. 3-5 years relevant working experience andatleastone-yearsupervisoryexperience.Validdriver'slicense.

SKILLS AND COMPETENCIES: Programme and project management; knowledge of the Agricultural sector. Understanding of the sector skills development and capacity building environment, Knowledgeandapplicationofcroporanimalproduction, Coursedevelopmentand 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 Educationand Training and the Public Service. Knowledge and understanding of the Public Finance ManagementAct(PFMA), Treasury Regulations and guidelines; Public ServiceAct(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 orientationandcustomerfocus.Goodcommunicationskillsbothverbalandwritten

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 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 resourcesoftheDistrictFET.

POST	:	SENIOR PERSONNEL PRACTITIONER:
PMDS		
DIRECTORATE	:	Ehlanzeni District Office
SALARY	:	R316 791 per annum
CENTRE	:	Ehlanzeni District (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/35

REQUIREMENTS: An Appropriate Degree/National Diploma in HRM/ Public Management/Administration and 3 years' experience in HR environment. A valid driver's

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.Avaliddriver'slicense.

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 humanresourcemanagementpractices, inform, guide, and advice the personnel on PMDS matters to enhance the correct implementation of PMDS practices/policies. AssistwithpreparationofreportsonPMDSrelatedissuesandstatistics.Manageresources intheDivision

POST	:	VETERINARY PUBLIC HEALTH OFFICER
		(2 posts)
SUB-DIRECTORATE	:	Veterinary Public Health and Food Safety
SALARY	:	R316 791 per annum, Level 08
CENTRE	:	Gert Sibande (Msukaligwa Municipality)
REF. NO.	:	DARDLEA/21/10/36
CENTRE	:	Gert Sibande (Mkhondo Municipality)
REF. NO.	:	DARDLEA/21/10/37

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Environmental Health or equivalent qualification; Avalid driver's license. Avalid registration with the Health Professions Council of South Africa or South African Veterinary Council(proofofvaliditytobeattachedtotheapplication).

SKILLSANDCOMPETENCIES: In-depth knowledge of the Meat SafetyAct 40 of 2000 and related Poultry, Red Meat and ostrich regulations. Knowledge of Animal Diseases Act 35 of 1984; Auditing of food establishments including abattoirs; Good communication skills, written and verbal; Good organisation skills; Good administrative skills; Good interpersonal skills. Knowledge of hygiene management systems and food safety applicable to food processingestablishments, including abattoirs.

DUTIES: Execute law enforcement in accordance with the Meat Safety Act. Monitor and inspect export products of animal origin and accompanying documentation to ensure that international standards are adhered to. Auditing and monitoring abattoir hygiene and adherence to essential national and international standards through routine sampling and conducting of regular inspections. Monitoring, auditing and inspection of abattoirs and other relevantfoodestablishments.

Making recommendations regarding the registration, upgrading and repair of existing as well as new abattoirs and other facilities and monitoring thereof. Implementation and verification of the Hygiene Assessment System (HAS). Provide training to meat inspection staff, slaughter personnel and quality control officers. Auditing and monitoring cold store hygiene through regular inspections. Conduct awareness to public and interested parties with regard to meat safety. Collection of samples for surveillance of identified projects for diseases or residuesinabattoirsand/orfacilities.Crediblereportingofareaunderhis/herjurisdiction.

POST	:	VETERINARY TECHNOLOGIST
DIRECTORATE	:	Veterinary Specialised Services
SUB-DIRECTORATE	:	Veterinary Laboratory Services
SALARY	:	R316 791 per annum, Level 8
CENTRE	:	Mpumalanga Provincial Veterinary
		Laboratory
		(Msukaligwa Municipality)
REF. NO.	:	DARDLEA/21/10/38

REQUIREMENTS: National Diploma in Veterinary Technology or equivalent qualification; Valid registration as a veter in ary technologist with the South African Veter in ary Council; Valid driver'slicenseminimumCodeB(Code8).Experiencewithinthefieldofveterinarydiagnostic serviceswillbeanaddedadvantage.

SKILLSANDCOMPETENCIES: Analytical skills, problem solving skills, negotiation skills, and the second statement of the secorganising skills, communication skills (verbal and written), ability to handle animals, collecting specimens from live and dead animals, interpersonal relations, computer literacy, abilitytoworkunderpressure.

DUTIES: The successful candidate will be responsible for any or combination of the following diagnostic units: Mastitis, Milk Hygiene, Reproduction, Media, cleaning and sterilizing units. Veterinary Laboratory Diagnostic testing: Receive, collect, register, and process specimens, analyze and interpret laboratory diagnostic test readings, perform veterinary laboratory test procedures using approved methods, report test results to the veterinarian. Technical management, reporting and administration of the unit. Quality Management and control.

attachedtotheapplication).Avaliddriver'slicense

SKILLS AND COMPETENCIES: Applicant must have applicable experience and sound knowledge of Animal Health legislation and animal disease control with special reference to controlled diseases. Good verbal and written communication and must be computer literate (MS Word, MSExceland MSOutlook).

DUTIES: Contribute indeveloping and formulating policies, norms, standards and legislation for the preventionandcontrolofanimaldiseasesaswellastheimplementationand(law)enforcementofthe Animal DiseaseAct35 of 1984 and accompanying Regulations-including the liaison with relevant role-players and stakeholders. Contribute to an efficient and comprehensive risk analysis service with regard to animal diseases (risk assessments, risk management and risk communication) includingthedevelopmentandfacilitationofspecificanimaldiseasesurveillanceprogrammesand contingency plans. Co-ordinate, administers, facilitate, analyse and amend all Animal Health Schemes, including bovine tuberculosis, bovine brucellosis and any other future proposals. Liaise with Sub-directorate: Epidemiology regarding programmes and databases for animal disease controlandsurveillance. Monitor and analyselegislation with relevance to Animal Health and Animal Diseases Control, liaise with Legal Services as required and prepare the authorisations of officials under the Animal Diseases Act. Prepare amendments to the Animal Diseases Act and Regulations and advice regarding all legal implications of animal disease control measures. Co-ordinate law enforcement and other legal activities with regard to animal disease control. Monitor and analyse World Organisation for Animal Health [the Office International Des Epizooties (OIE)], Codex and Sanitary and Phytosanitary (SPS) agreements for possible impacts on animal disease control in South Africa and make inputs to the response to international questionnaires regarding animal diseasecontrolmatters

POST	:	SCIENTIFIC PRODUCTION GRADE A
DIRECTORATE	:	Plant Research and Technology
		Development
SALARY	:	R618 732 per annum
		(as per OSD prescripts)
CENTRE	:	Nooitgedacht Research Farm
		(Msukaligwa Municipality)
REF. NO.	:	DARDLEA/21/10/29

REQUIREMENTS: Postgraduate Degree in Agriculture having majored in Soil Science, Compulsory registration with SACNASP as a Professional. At least 3 years working experience in theSoilLaboratoryandAgriculturalSupportServices. Avaliddrivers'license.

SKILLSAND COMPETENCIES: The applicant must have proven knowledge of Programme and project management. Scientific methodologies and models. Technical report writing skills; Written andverbalcommunicationskills.Computerliteracy(MS).

DUTIES: The successful candidate will be responsible to interpret soil results and make fertiliser recommendations and provide guidelines to any scientific materials. Provide relevant advisory support to Extension Officers and producers or clientele. Perform scientific analysis and regulatory functions Research and development Develop and implement policies, systems and procedures. Handle administrative functions emanating from these activities, including HR and Financial Management

POST	:	ASSISTANT DIRECTOR: MISCONDUCT
DIRECTORATE	:	Labour Relations
SALARY	:	R470 040 per annum, Level 10
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA21/10/30

REQUIREMENTS: An appropriate three (3) years National Diploma/Bachelor's Degree (NQF6) or equivalentgualificationinLabourRelations/HumanResourceManagementspecialisinginLabour Relations/Employment Relations. A minimum of three years' relevant experience in Labour Relations; at least one-year relevant supervisory experience. Avalid driver's license

SKILLSANDCOMPETENCIES: KnowledgeoftherelevantPublicServiceRegulatoryFramework (Labour Relations Act, Public Service Act, Public Service Regulations and Public Finance

POST	:	AGRICULTURAL ADVISOR CROP PRODUCTION
DIRECTORATE	:	Gert Sibande District Support Services
SALARY	:	R316 791 per annum, Level 08
CENTRE	:	Gert Sibande District (Mkhondo Municipality)
REF. NO.	:	DARDLEA/21/10/33

REQUIREMENT: Applicantsmustbeinpossessionofanappropriate 3-4 years Bachelor Degreein AgricultureorB-TechDegree,majoringincrop/plantproduction.

SKILLSANDCOMPETENCIES: 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.Validdriver'slicense.

DUTIES: Rendergeneral 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. ProvidesupporttofarmersthroughCASP,LandCare,ILLIMA/LETSEMA.etc.intermsofplanning, implementation and aftercare support. Promote the implementation of best farming practices and latesttechnologies. 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 extensionservice.

POST	:	AGRICULTURAL ADVISOR (ANIMAL
		PRODUCTION)
DIRECTORATE	:	Gert Sibande District Support Services
SALARY	:	R316 791 per annum, Level 08
CENTRE	:	Gert Sibande District
		(Govan Mbeki Municipality)
REF. NO.	:	DARDLEA/21/10/34

POST

REQUIREMENT: Applicants must be in possession of an appropriate 3-4 years Bachelor Degree in AgricultureorB-TechDegree, majoring in Animal production. Valid driver's license.

SKILLSANDCOMPETENCIES: 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 recommendationsthatcouldenhancetheirproduction.

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 monthlyandquarterlyreports.

:	VETERINARY NURSE
:	Veterinary Specialised Services
:	Veterinary Clinical Services
:	R316 791 per annum, Level 8
:	Casteel Animal Clinic
	(Bushbuckridge Municipality)
:	DARDLEA/21/10/39

REQUIREMENTS: National Diploma in Veterinary Nursing or relevant qualification. Valid registration as a Veterinary Nurse with the South African Veterinary Council. Avalid code B driver'slicense(Code8)asaminimum.

SKILLS AND COMPETENCIES: People skills, communication skills (verbal and written), abilitytohandleanimalsandtotakedifferentsamples,computerliteracy,abilitytoworkunder pressure clinicalskills.

DUTIES: Renderprimaryanimal health care including deworming, treatment of minor cases, and dipping of companion animals, animal welfare; veterinary clinical diagnostic and mobile servicesinindigentcommunities.

 $\label{eq:provide} Provide assistance to clinical and community state veter in a rian swith regard to but not limited the state of th$ to anaesthesia, post-operative monitoring; organizing and/or participating in sterilization campaigns, sterilizing surgical equipment, preparing consulting rooms and operating theatres, keeping records and stock control. Liaison, veterinary extension and communicationwithclientsandstakeholders.

DIRECTORATE : Animal Health   SALARY : R316 791 per annum, Level 8   CENTRE : Bohlabela District   REF. NO. : DARDLEA/21/10/40	POST	:	ANIMAL HEALTH TECHNICIAN (4 Posts)
CENTRE : Bohlabela District (Bushbuckridge Municipality (North) REF. NO. : DARDLEA/21/10/40	DIRECTORATE	:	Animal Health
(Bushbuckridge Municipality (North) REF. NO. : DARDLEA/21/10/40	SALARY		R316 791 per annum, Level 8
REF. NO. : DARDLEA/21/10/40	CENTRE	:	Bohlabela District
			(Bushbuckridge Municipality (North)
	REF. NO.	:	DARDLEA/21/10/40
CENTRE : Ehlanzeni District (Mbombela Municipality)	CENTRE	:	Ehlanzeni District (Mbombela Municipality)
REF. NO. : DARDLEA/21/10/41	REF. NO.		DARDLEA/21/10/41
CENTRE : Nkangala District (Steve Tshwete	CENTRE		Nkangala District (Steve Tshwete
Municipality)	Municipality)		
REF. NO. : DARDLEA/21/10/42	REF. NO.	:	DARDLEA/21/10/42
CENTRE : Nkangala District (Thembisile Hani	CENTRE	:	Nkangala District (Thembisile Hani
Municipality)	Municipality)		
REF. NO. : DARDLEA/21/10/43	REF. NO.	:	DARDLEA/21/10/43

REQUIREMENTS: Appropriate Degree or National Diploma in Animal Health with Animal DiseasesasamajorsubjectandmustberegisteredwiththeSouthAfricanVeterinaryCouncil asanAnimalHealthTechnician.(Includeacopyofcompleteacademicrecord/transcriptwith yourapplication).

SKILLSANDCOMPETENCIES: Competency in Wildlife 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 computerliterate(MSPackages).Mustbeinpossessionofavaliddriver'slicense.

DUTIES: The incumbent will be responsible for the following duties: Animal disease surveillance, detection and monitoring. Animal disease containment and control, including animalandanimalproductsmovementcontrol(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 administrativeduties.

POST	:	SCIENTIFICTECHNICIANPRODUCTION GRADE A
DIRECTORATE	:	Agricultural Crop Research and Development
SALARY	:	R311 859 per annum (as per OSD prescripts)
CENTRE	:	Nooitgedacht Research Farm (Msukaligwa Municipality)
REF. NO.	:	DARDLEA/21/10/44

 $\label{eq:required} \textbf{REQUIREMENTS}: National Diploma in Chemistry, Compulsory registration with SACNASP as a structure of the second structure of t$ Professional. An experience in laboratory services will be an added advantage. A valid drivers'

SKILLSANDCOMPETENCIES: Knowledge and application of multiple laboratory instruments, sample handling and preparation, and principles of soil analysis. Knowledge of: scientific methodologies and models, research and development, programme and project management, computer aided scientific applications, legal compliance, financial management, proven computer literacy, planning and organising skills, problem solving and analysis, written and verbal communication skills. Analytical and technical skills. To carry out experimental design and implementation. Field research/experiments. Scientific/Technical report writing. Written and verbalcommunicationskills.BasicknowledgeofUV-Spectrophotometer.

DUTIES: Analyse samples (Soil and water Samples) by performing the following: Prepare analytical setting standards on machines and control groups and conduct analyses of samples using various relevant techniques. Maintenance and troubleshooting of analytical and other equipment including calibration. Perform quality control on the test processed by Laboratory Assistants. Respond to queries from clients. Assist with the development of new analytical procedures and Sops by performing method validation. Implement and maintain new analytical procedures in the laboratory. Performal ladministrative and related functions, which would include the following: implement and populate databases, compile reports, stock control and request consumables and chemicals, Supervise Laboratory Assistants, implement the requirements of the Occupational Health and SafetyActtoensure a safe laboratory environment. Provide input for the operational budget of the laboratory. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service. Develop and implement policies, systems and procedures. Handle administrative functions emanating from these activities, including HR and Financial Management.

POST	:	SENIOR VETERINARY SUPPORT OFFICER
DIRECTORATE	:	Animal Health
SALARY	:	R 208 584.00 per annum, Level 06
CENTRE	:	Nkangala District (Emalahleni Municipality)
REF. NO .	:	DARDLEA/21/10/45

REQUIREMENTS: Grade 12/Senior Certificate or a three-year tertiary qualification in Administrationwithatleastfiveyearsinadministrativemattersor.Avaliddriver'slicense.

SKILLSAND COMPETENCIES: Knowledge of the relevant legislation, policies, prescripts and procedures. Knowledge of Batho Pele principles and Code of conduct. High level of reliability and confidentiality. Language skills and ability to communicate well with people at different levels and from different backgrounds. Good interpersonal skills. Computer literacy in MS word, Excel and PowerPoint

DUTIES: Promote sound office administrative procedures. Assist with human resource development matters. Execute duties in personnel related matters. Logistical duties and supervision of general worker(s). Liaise with clients and other stakeholders. Ensure that a proper fillingsystemismaintained.Managerecordsinordertoensureadherenceofregulations

POST	:	ADMINISTRATION CLERK: ACQUISITION MANAGEMENT
DIRECTORATE	:	Supply Chain Management
SALARY	:	R 173 703.00 per annum, Level 05
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/46

REQUIREMENTS: Senior Certificate / Grade 12. Relevant experience in Finance / Supply Chain Management or Diploma / Degree in Finance / Supply Chain Management will be an added advantage.

SKILLSANDCOMPETENCIES: Knowledge of SCM transversal systems. Knowledge of rules and regulations, PFMA, Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and other related prescripts. Ability to interpret and apply policies and legislation. Knowledge of Public Procurement, good administration skills, report writing skills, good filling and record-keeping skills. Communication and interpersonal relations skills. Problem solving skills. Planningandorganizingskills.Computerliteracy.Validdriver'slicense.

DUTIES:Assistintheimplementationoftheproperacquisitionprocesses.Invitepricequotationsfor procurementofgoodsandservices.Renderandadministeracquisitionservices.Adheretorelevant SCM prescripts and policies. Pre-screen and check compliance of price quotations. Compile procurementreports.Keeprecordsforincomingrequestsforquotations.Ensurethataproperfilling system is maintained for documents relating to acquisition of goods and services. Generate and interpret central supplier database reports and other transversal system reports. Responsible for theregistrationofpricequotations.

POST : SECRETARY	
DIRECTORATE	:

DIRECTORATE	:	RURAL DEVELOPMENT
SALARY	:	R173 703.00 per annum, Level 05
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/47

REQUIREMENTS: SecretariatDiploma, or an appropriate equivalent qualification.

SKILLS AND COMPETENCIES: Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Knowledge of Batho Peleprinciples and Code of conduct. Languageskills and ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyze documents. Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc). Ability to work under pressure and in possession of a validdriver'slicense

DUTIES: Provide secretarial/reception is tsupport services to the Office of the Head of Department. In the other secretarial and the secretarian and the secretarProvidesupportservicestotheOfficeoftheHODregardingmeetings.Rendersupportserviceswith the administration of the budget, including the compilation of commitment registers. Ensure all documents are filed and kept in line with departmental register system to enhance easy access of information.Organizestorageofrecordstokeepthefillingsysteminorder.Managerecordsinorder to ensure adherence of regulations. Handle and maintain the office file index and administrative system to enable quick tracking and retrieval of information. Keep inventory of office furniture and equipmenttoensureproperusage.Introduceandmaintainanelectronicfilingsystem

POST	:	DRIVER/ MESSENGER (Office of the HOD)
SALARY	:	R145 281 per annum, Level 04
CENTRE	:	Head Office (Mbombela Municipality)
REF. NO.	:	DARDLEA/21/10/48

REQUIREMENTS: Grade10, Driver's license and public driving permit (PDP).

SKILLS AND COMPETENCIES: Filling, time management, communication skills, interpersonal relations and problem solving skills. Ability to work under pressure and drive long distanceswhenrequired.

DUTIES: Drivelight and medium motor vehicle to transport passengers and deliver other items suchasmailanddocuments.Doroutinemaintenanceontheallocatedvehicleandreportdefect timely.Completealltherequired and prescribed records and logbooks with regard to the vehicle and the goods handled. Render a clerical support/messenger in the related items in the office of the Head of Department. Copy documents. Render a photocopy and scanning services to the officeoftheHODto

ensure the timeous distribution of documents. Register incoming and outgoing mails to ensure recordsofreceipts.

NB: Details of the requirments, skills, comptencies and duties for all posts are obrainable from our Facebook Pages dardleampumalanga / dardlea7 and website https://www.dardlea.mpg.gov.za

## ENQUIRIES: Ms.M.S.MbathaTelNo:0137666003

APPLICATIONS: Thereference numbers hould be featured in the subject line in the applicatione-mails entto the Department. DARDLEArequests applications on the new Z83 form obtainable from any Public Service Department or from the DPSAwebsitelink:http://www.dpsa.gov.za/dpsa2g/vacancies.asp.Pleaseensurethatyouemailyourapplicationtotherelevantemail.HeadOfficeisdardlearecruitment-ho@mpg.gov.za,BohlabelaDistrictisdardlearecruitment-ehln@mpg.gov.za,Ehlanzeni Districtisdardlearecruitment-ehls@mpg.gov.za,GertSibandeDistrictisdardlearecruitment-gs@mpg.gov.zaandNkangalaDistrictisdardlearecruitment-nka@mpg.gov.za.beforetheclosingdateasnolateapplicationswillbeconsidered.Applicationsand supportingdocumentssenttoemailaddressesthatarenotspecified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

CLOSINGDATE: 22 October 2021 at 16:00 NOTE: Applications should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licenseandproofofregistrationwithprofessionalbodieswhereapplicable, identificationdocumentandpermanentresidency/workpermit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the new Z83 form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant.Attachmentstoemailed applicationsmust be limited to 10 megabytes and be as a PDF document. DARDLEA cannot be held responsible for server delays. Failure to submit the required documents will result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. The requirements for appointment at Senior Management Service level 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 registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry programme/. Failure to do this will result in the application being disgualified. Short listed can didates must provide proof of successful completion of the course. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All short listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSASMS competency assessment to observe a set of the set 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 and the successful candidate will have to undergo full security vetting.DARDLEAmayconductreferencecheckswhichwillincludesocialmediaprofilesoftheshortlistedcandidates.Thesuccessfulcandidatewillbeappointedsubjecttopositiveresultsofthesecurityclearanceprocess.Thesuccessfulcandidatewillberequiredtoenter into an employment contract, sign an annual performance agreement and annually disclose heror his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directors hips that they may be

associatedwith

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 aposition.