



# agriculture, rural development, land & environmental affairs

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



The Department is searching for dynamic, innovative, experienced and suitable candidates to fill the following posts:

**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 Agricultural Development Management and at least 3 years' relevant experience at SMS level. A Master's degree will be an added advantage. A valid driver's license.

**SKILLS AND COMPETENCIES:** In-depth knowledge of extension methodologies and Land reform. 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 Project Management, Financial Management, Change Management, Knowledge Management, Problem solving and analysis, Service Delivery Innovation, Client Orientation and Customer focus, facilitation, coordination, planning and organising, diversity management and good communication skills (written and verbal). Good networking skills with different stakeholders. Good interpersonal skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES:** Oversee the overall District administrative support services 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 services to stakeholders on Agricultural production and related matters. Render advisory services to farmers on the optimal Land use practices in the Province. Promote, monitor and evaluate agricultural developments. Promote adoption of new technology and best practices. Promote the uplifting of the rural peasant households. Implement comprehensive farmers support programmes. Oversee the coordination of the process of planning and implementing Natural Resource Management projects. Ensure proper coordination of poverty alleviation, household food security programmes and job creation projects in the Department. Provide appropriate advisory support to develop and strengthen the capacity of the farmers. Ensure proper management and supervision of Agricultural projects in the Department. Oversee the implementation of Extension and Advisory Recovery Plan (ERP). Ensure that farmers participate in disaster and risk management programmes. Facilitate the farmer'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 resolution in the Department.

**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 senior management level and at least 3 years in Research and/or Training. Experience in both Research and Training will be an added advantage. A valid driver's license.

**SKILLS AND COMPETENCIES:** Advance knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Extensive knowledge and understanding of the Agricultural Sector and the agricultural development agenda. Must understand the role of Agricultural Training and Agricultural Research and in achieving the core mandate of the Department. In-depth knowledge of PFMA, PSA, PSR, LRA, Treasury Regulations and all relevant prescripts. Knowledge of strategic planning and resourcing. The ideal candidate should have an extensive knowledge and experience at Senior Management level in the public sector. Demonstrable Public Sector Leadership and Management acumen. Knowledge of Facilitation, Coordination, Planning and Organising and Diversity management. Good networking skills with different stakeholders. Good interpersonal skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

**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 national mandates pertaining to research and training in the provincial. Manage the coordination of 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 guidelines in line with national policy guidelines/directives for all the functional areas of the post. 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 as well as norms and standards for managing research and agricultural training.

**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 Labour Relations related fields' environment. A valid driver's license.

**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). Sound knowledge of Labour Relations, Human Resource Management and Public Service prescripts, which include Collective Agreements, Public Finance Management Act, Treasury Instructions, Labour Relations Act, Public Service Act, and Public Service Regulations. In-depth knowledge of dispute resolution process/procedure in the PSCBC and GPSSBC and other related labour forums. Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations. Good decision making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving 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. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively.

**DUTIES:** Provide strategic and leadership direction in the Labour Relations Directorate. Manage relationships with recognised Trade Unions in ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise. Conduct research on collective bargaining trends and advise management on labour relations developments particularly where policy and procedural changes may be required. Represent the Department in conciliations and/or mediation 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 internal and external stakeholders and represent the Department in all Labour Relations Fora and

ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative framework for good governance. Analyse Labour Relations data, identify trends, prepare and submit reports to the Executive Management. Management of human resources and finances of the Directorate.

**POST :** DIRECTOR: 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 recognised by SAQA. Extensive experience in the relevant field. Applicants must have five (5) years of experience at MMS level. A valid driver's license.

**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 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. 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. Sound knowledge of Public Finance Management Act (PFMA), Treasury Instructions, Labour Relations Act, Public Service Act, and Public Service Regulations. Ability to work under pressure and long hours.

**DUTIES:** Manage accounting and reporting in compliance to PFMA requirements. Manage the development and maintenance of accounting and reporting policies, strategies and procedures. 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 guidelines.

**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/Accounting (NQF7) as recognised by SAQA; Extensive experience in the relevant field; Applicants must have 5 years of experience at MMS level. A valid driver's license.

**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 SCA. Ability to analyse financial reports and compile into financial statements. Extensive knowledge of BAS and LOGIS. Ability to work under pressure and long hours.

**DUTIES:** Ensure compliance with the provisions of the PFMA, Treasury Regulations, National Transport Policy and National Asset Management Guide and Framework. Ensure effective, 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 theft, accidents, irregular, fruitless and wasteful expenditures and other losses. Ensure proper management of donations and gifts. Provide effective and efficient transport services and ensure economic use of departmental vehicles. Comply with all reporting requirements and ensure timely 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 transfers of assets. Identification of assets for disposals. Safeguarding of assets. Recording of loss, damage or mismanagement of assets. Maintenance of the Departmental Asset Register. Reconciliation of assets. Develop, implement and monitor maintenance of assets. Ensure effective and efficient risk management. Ensure and enhance audit management. Management and monitor performance of leases. Ensure reliable reporting on assets

**POST :** DIRECTOR: STRUCTURED AGRICULTURAL TRAINING  
**DIRECTORATE :** Structured Agricultural Training  
**SALARY :** R1 057 326 per annum, Level 13 (All-Inclusive Remuneration Package)  
**CENTRE :** Head Office (Mbombela Municipality)  
**REF. NO. :** DARDLEA/21/10/06

**REQUIREMENTS:** Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). A relevant postgraduate qualification at NQF level 8 in Agriculture as recognised by the South African Qualifications Authority (SAQA). A Master's degree in Agriculture or equivalent qualification will be an added advantage. A minimum of 5 years of relevant experience at MMS level and 3 years' experience in an Education and Training environment. Experience in agricultural training environment will be an added advantage. Computer literacy (MS Word, MS Excel and MS Power Point presentation). Good communication skills (written and verbal) and analytical skills. A valid driver's license.

**SKILLS AND COMPETENCIES:** Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Must have facilitation and coordination skills. Extensive knowledge of applicable legislation frameworks such as, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations Treasury Regulations, Public Private Partnership, Logical Information System and other relevant prescripts. Must have a good understanding of sector skills development, capacity building and training environment. Must have good verbal and written communication skills to facilitate various collaborations with a variety of stakeholders and must be computer literate (MS Word, MS Excel and MS Power Point). Ability to apply time management principles and adapt to continuous changing environment.

**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 short skills development and learnership programmes in the province. Ensure the effective implementation of non-formal/ non-credit bearing farmer training programmes in the province. Coordinate agricultural training and skills development in the province. Develop policies, strategies and guidelines for the implementation of the farmer training programmes in the province. Manage the development of policies, strategies and service delivery systems of Agricultural Education and 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 the Service Delivery Improvement Plan in the Directorate. Oversee the process of developing internal policies, systems, frameworks and guidelines in line with national policy guidelines/directives for all the functional areas of the post. Ensure effective human resource and financial management. Ensure compliance with Public Service prescripts, departmental policies as well as norms and standards for managing research and agricultural training.

**POST :** DIRECTOR: LAND AND AGRARIAN REFORM  
**DIRECTORATE :** Land and Agrarian Reform  
**SALARY :** R1 057 326 per annum, Level 13 (All-Inclusive Remuneration Package: 3 years fixed term contract)  
**CENTRE :** Head Office (Mbombela Municipality)  
**REF. NO. :** DARDLEA/21/10/07

**REQUIREMENTS:** ABSC Degree in Agricultural Science/Bachelor's Degree in Agriculture/B.Tech in Agriculture/ Rural Development (NQF Level 7) as recognized by the South African Qualification 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 MMS level. A valid driver's license.

**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 contract management. 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. Extended working hours and prepared to travel. Experience in capacity building and good programme facilitation skills. Skills in team building and decision-making skills. Must have good verbal and written communication skills to facilitate various collaborations with a variety of stakeholders and must be computer literate (MS Word, MS Excel, 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 opportunities for Graduates.

**POST :** DIRECTOR: COMMUNICATION SERVICES  
**DIRECTORATE :** Communication Services  
**SALARY :** R1 057 326 per annum, Level 13 (All-Inclusive Remuneration Package)  
**CENTRE :** 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). A postgraduate degree will be an added advantage. A minimum of 5 years of relevant experience at MMS level in the Communications environment. A valid driver's license.

**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 applicable legislation frameworks such as, Public Finance Management Act, Treasury Instructions, Labour Relations Act, Public Service Act, and Public Service Regulations, Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of 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 communication 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 Department and events management

**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 off for the various directorates of the Department. Good internal and external communication as well as national, provincial and local liaison, to establish and maintain the Department's website, media liaison, 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 development of strategic objectives (Build the Department presence in the digital ecosystem, reposition the Department to be number one digital organisation in the Province). Ensure that the Department is present in all digital channels. Design and monitor the Department's digital marketing and internet communications strategy. Be able to respond promptly. Manage the development of strategies in support of the ICT sector and government programmes in order to encourage the 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 analytics about the Department's activities and mention online, liaison on behalf of the Department with all social media platforms. Manage the development and participation of marketing and communications policies within the Department and manage participation of Intergovernmental communications forums. Manage resources within the Media and Communications Directorate in line with relevant legislation in order to reach the strategic objectives of the Department.

**POST :** DIRECTOR: POLLUTION AND WASTE  
**MANAGEMENT DIRECTORATE :** Pollution and Waste Management  
**SALARY :** R1 057 326 per annum, Level 13 (All-Inclusive Remuneration Package)  
**CENTRE :** Head Office (Mbombela Municipality)  
**REF. NO. :** DARDLEA/21/10/09

**REQUIREMENTS:** An appropriate Bachelors' Degree (NQF 7) in Natural Science/ Environmental Sciences or equivalent relevant qualification plus 5 years' experience in MMS level of which 3 years must be in the relevant fields. A valid driver's license.

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

**DUTIES:** Review Environmental Waste applications, Coordinating Pollution and Waste Management unit within head office, provide technical support to regional offices and clients and communities. Develop waste management plans and policies. Supervise policy implementation. Manage resource utilization. Coordination of Provincial administration, planning, budgeting, performance management and reporting. Provide line function support on environmental planning and coordination; facilitate and monitor project development and implementation to address environmental issues.

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

**REQUIREMENTS:** Appropriate Bachelor's Degree (NQF 7) environmental science fields or equivalent qualification plus 5 years' experience in MMS level of which 3 years must be in the relevant fields. A postgraduate degree will be an added advantage. A valid driver's license.

**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).





POST : SCIENTIFIC/TECHNICIAN/PRODUCTION 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

**REQUIREMENTS:** National Diploma in Chemistry, Compulsory registration with SACNASP as a Professional. An experience in laboratory services will be an added advantage. A valid driver's license.

**SKILLS AND COMPETENCIES:** 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 verbal communication skills. Basic knowledge of UV-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. Perform all administrative 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 Safety Act to ensure 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 Administration with at least five years in administrative matters or a valid driver's license.

**SKILLS AND 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 filing system is maintained. Manage records in order to ensure adherence of regulations.

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.

**SKILLS AND COMPETENCIES:** 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. Planning and organising skills. Computer literacy. Valid driver's license.

**DUTIES:** Assist in the implementation of the proper acquisition processes. Invite price quotations for procurement of goods and services. Render and administer acquisition services. Adhere to relevant SCM prescripts and policies. Pre-screen and check compliance of price quotations. Compile procurement reports. Keep records for incoming requests for quotations. Ensure that a proper filing 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 the registration of price quotations.

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

**REQUIREMENTS:** Secretariat Diploma, 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 Pele principles and Code of conduct. Language skills 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 valid driver's license.

**DUTIES:** Provide secretarial/receptionist support services to the Office of the Head of Department. Provide support services to the Office of the HOD regarding meetings. Render support services with 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. Organize storage of records to keep the filing system in order. Manage records in order 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 equipment to ensure proper usage. Introduce and maintain an electronic filing system.

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:** Grade 10, Driver's license and public driving permit (PDP).

**SKILLS AND COMPETENCIES:** Filing, time management, communication skills, interpersonal relations and problem solving skills. Ability to work under pressure and drive long distances when required.

**DUTIES:** Drive light and medium motor vehicle to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defect timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Render 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 office of the HOD to ensure the timely distribution of documents. Register incoming and outgoing mail to ensure records of receipts.

NB: Details of the requirements, skills, competencies and duties for all posts are obtainable from our Facebook Pages [dardleampumalanga / dardlea7](#) and website <https://www.dardlea.mpg.gov.za>

**ENQUIRIES:** Ms. M.S. Mbatha Tel No: 0137666003

**APPLICATIONS:** Thereferencenumbershouldbe featured in the subject line in the application e-mails sent to the Department. DARDLEA requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA website link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Please ensure that you email your application to the relevant email. **Head Office is [dardlearecruitment-ho@mpg.gov.za](mailto:dardlearecruitment-ho@mpg.gov.za), Bohlabela District is [dardlearecruitment-ehln@mpg.gov.za](mailto:dardlearecruitment-ehln@mpg.gov.za), Ehlanzeni District is [dardlearecruitment-ehls@mpg.gov.za](mailto:dardlearecruitment-ehls@mpg.gov.za), Gert Sibande District is [dardlearecruitment-gs@mpg.gov.za](mailto:dardlearecruitment-gs@mpg.gov.za) and Nkangala District is [dardlearecruitment-nka@mpg.gov.za](mailto:dardlearecruitment-nka@mpg.gov.za).** before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified 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.

**CLOSING DATE:** 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 license and proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. 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. Attachments to emailed applications must be limited to 10 megabytes and be 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-entryprogramme/>. Failure to do this will result in the application being disqualified. Shortlisted candidates 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 shortlisted 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 Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. DARDLEA may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

**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 to not fill a position.