

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 07 March 2025
- NOTE** : Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check, and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

OTHER POSTS

- POST 07/145** : **SCIENTIFIC MANAGER GRADE A REF NO: LDARD 01/02/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R1 042 170 per annum, (OSD), all-inclusive package to be structured.
: Towoomba Research Centre
: Grade 12 plus MSc degree in Horticulture or relevant qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 6 years relevant scientific experience after BSc qualification. Compulsory registration with SACNASP as a professional. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Technical: Programme and Project management Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance culture. Professional Judgment. Data analysis. Policy development and analysis. Scientific Presentation. Mentoring. Generic: Strategic capability and leadership. Decision making. Team leadership. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. Planning, organising and execution. Conflict management. People management. Change Management. Problem solving and analysis.
- DUTIES** : Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction. Lead, coordinate, and develop scientific models and regulatory frameworks. Research and development. Manage scientific research to improve expertise. Publish and present research findings (results). Lead, co-ordinate and conduct basic and applied research or knowledge application. Financial Management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related programmes and projects; and asset management. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organizational needs and requirements.

Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/146 : **DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: LDARD 02/02/2025 (X1 POST)**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Capricorn South

REQUIREMENTS : Grade 12 plus NQF level 6 Qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three (03) years' relevant working experience at Junior Management/ Assistant Director level in extension and advisory services. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Proven management competencies. Competent knowledge in computer applications and writing skills. Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.

DUTIES : Overall management of Agro Ecological Zone and activities. Manage provision of extension services. Manage the provision of information to farmers in relation to agriculture. Facilitate access of services to farmers. Mobilization and linkages of farmers, communities and other stakeholders. Manage the identification and need analysis for agricultural enterprise. Manage crop and animal production services. Manage provision of Rural Development facilitation and support services. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resources. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse Agro-economic conditions of the Agro Ecological Zone for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Agro Ecological Zone. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councilors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/147 : **DEPUTY DIRECTOR: VETERINARY TRADE REF NO: LDARD 03/02/2025 (X1 POST)**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus NQF 8 qualification BVMCH / BVSC Degree or equivalent appropriate tertiary qualification as recognised by SAQA. Registration with the SAVC. A minimum of three (03) years' relevant working experience in Export and Import trade facilitation. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Excellent interpersonal,

communication and negotiation skills. Thorough knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). Knowledge of international trade and associated legislation. Thorough knowledge of specific meat safety schemes. Knowledge of the PFMA. Proven management competencies. Competent knowledge in computer applications and writing skills (Computer proficiency will be tested). Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.

DUTIES : To facilitate the certification of animals and animal products for export and import. Manage the development, audit and implementation of export standards. Ensure facilitation of the export of animals and animal products. Facilitate stakeholder relations. Perform all administrative and related functions. Overall manage, lead and coordinate the activities related to Export Control in the Districts. 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 export control service.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/148 : **STATE VETERINARIAN REF NO: LDARD 04/02/2025 (X1 POST)**

SALARY : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Mokopane Laboratory
REQUIREMENTS : Grade 12 plus a relevant tertiary qualification in Veterinary medicine (BVSc) and current registration with the South African Veterinary Council. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.

DUTIES : Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural Offices. Monitor and evaluate disease control strategies in the Local Agricultural Offices. Manage animal identification in the Local Agricultural Offices. Liaison with other role players.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/149 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: LDARD 05/02/2025 (X1 POST)**

SALARY : R552 081 per annum (Level 10)

CENTRE : Waterberg South

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Animal Health as recognised by SAQA and current proof of registration with South African Veterinary Council. Valid driver's licence (with exception of people with disabilities). A minimum of three (3) years relevant experience in Animal Health. Knowledge, Competencies and skills: Knowledge of acts related to animal health, report writing skills. Knowledge of difference animal diseases. Thorough knowledge of the Animal Disease Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislations.

<u>DUTIES</u>	:	Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement. Sample collection and law enforcement. Manage extension services on animal health to animal owners. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service. Perform administrative related functions.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 07/150</u>	:	<u>CONTROL ENGINEERING TECHNICIAN REF NO: LDARD 06/02/2025 (X1 POST)</u>
<u>SALARY</u>	:	R552 081 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Sekhukhune District Grade 12 plus a National Diploma or bachelor's degree in engineering or equivalent qualification as recognised by SAQA. Registration with the Engineering Council of South Africa as a Professional Engineering Technician. 06 years' appropriate experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Project management, technical design and analysis knowledge, Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting networking. Professional judgement. Problem solving and analysis. Decision making Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising People management.
<u>DUTIES</u>	:	Manage and control the planning and design of infrastructure, irrigation and mechanisation (including farm plans, surveying, irrigation schemes, pump houses, dams, soil conservation works, in roads, implements, sterilisation plants etc.) in compliance with relevant legislation. Management technical support of infrastructure, irrigation and mechanisation projects. Render a technical advisory service to stakeholders. Keep abreast of the applicable prescripts, policies, procedures, technologies, and new developments in the subject field. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 07/151</u>	:	<u>ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: LDARD 07/02/2025 (X1 POST)</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE REQUIREMENTS</u>	:	Sekhukhune West Grade 12 plus an appropriate qualification NQF level 7 in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Compulsory registration with a professional body (e.g. SACNASP). A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication.

DUTIES : Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service centre. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/152 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY COORDINATION REF NO: LDARD 08/02/2025 (X1 POST)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate NQF 6 qualification in Public Management/ Public Administration as recognised by SAQA. A minimum of 3 years' experience at supervisory level in Strategic Planning and Policy Coordination. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Medium Term Development Plan). Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances.

DUTIES : To facilitate the implementation of strategic planning and policy coordination. Facilitate the development of strategic, business and operational planning. Facilitate, consolidate and submit organizational performance reports. Alignment of strategic, business and operational planning. Facilitate the development, coordination and implementation of policies.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/153 : **ASSISTANT DIRECTOR: GOVERNANCE & COMPLIANCE REF NO: LDARD 09/02/2025 (X1 POST)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an Appropriate undergraduate (NQF level 6) qualification in Internal auditing/auditing and financial management as recognised by SAQA. A minimum of 3 years' experience at supervisory level in Governance and Compliance Management. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on Governance and Compliance. Proven extensive experience in: -Governance and Compliance development practices. Thorough understanding of policy analysis and development. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis and development. Good Communication skills. Facilitation skills. Co-ordination skills. Leadership skills. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Client focused Governance and Compliance. Action-oriented and results-driven.

DUTIES : To provide governance and compliance services. Conduct Compliance inspections. Quality assure and consolidate responses on queries raised by AGSA and internal audit. Coordinate requests from AGSA and internal audit. Consolidated action plan templates. Conduct follow-up and monitor

- implementation of resolutions by auditees. Coordinate compliance monitoring tools and submit to Provincial Treasury.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/154** : **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT SERVICES REF NO: LDARD 10/02/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Towommmba Research Centre
: Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in National Diploma / Public Administration / Human Resource management as recognized by SAQA. A minimum of 3 years' experience in administration / clerical. Knowledge, Competencies and Skills: Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Ability to work in a highly pressured environment.
- DUTIES** : To render administrative support services in the research centre. Render financial administration services. Handle office support services. Handle information management services. Render human resource management and development services. Provide transformation services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/155** : **AGRICULTURAL ADVISOR REF NO: LDARD 11/02/2025 (X6 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: LDARD (Placement will be done according to the needs in all the five districts)
: Grade 12 plus an NQF Level 8 minimum qualification in agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. No experience require. Compulsory registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body. A valid driver's licence (with exception of people with disabilities). Knowledge, Skills and Competencies: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.
- DUTIES** : To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers and commodity groups to ensure self-reliance. Provide advice on various subjects like crop production. Establish networks and linkages with all stakeholders, keep relevant databases up to date, such as famers' database.

		Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, and advisory technology services. Implement programmes such as CASP, Letsema, Land care.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 07/156</u>	:	<u>ANIMAL HEALTH TECHNICIAN REF NO: LDARD 12/02/2025 (X6 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	LDARD (Placement will be done according to the needs in all the five districts)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 qualification in Animal Health or equivalent qualification as recognised by SAQA. No experience required. A paid-up registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
<u>DUTIES</u>	:	Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes. Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension opportunities to farmers and do clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 07/157</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: LDARD 13/02/2025 (X1 POST)</u>
<u>SALARY</u>	:	R308 154 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF Level 6 in Information Studies/ Public Management/Administration as recommended by SAQA. A minimum of 2 years' experience in Knowledge and Information Management. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Presentation Skills. Change Management skills. Communication skills. Report writing skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Innovation and creativity. Time and self-management.
<u>DUTIES</u>	:	To administer knowledge management programmes. Facilitate the implementation and practices of Knowledge and Information Management (KIM). Facilitate effective KM processes, practices and platforms to improve access to knowledge & information. Foster/promote and stimulate innovation. Provide administrative support services.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 07/158</u>	:	<u>ENGINEERING TECHNICIAN GRADE A REF NO: LDARD 14/02/2025 (X1 POST)</u>
<u>SALARY</u>	:	R371 253 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
<u>CENTRE</u>	:	Capricorn District

REQUIREMENTS : Grade 12 plus a National Diploma in Engineering or relevant qualification as recognised by SAQA. Three years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Project Management. Technical design and analysis knowledge. Research and Development. Computer-aided Engineering applications. Knowledge of legal Compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Teamwork. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Change management.

DUTIES : Render technical services. Perform administrative and related functions. Research and development.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/159 : **ANIMAL HEALTH ASSISTANT REF NO: LDARD 15/02/2025 (X2 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : LDARD (Placement will be done according to the needs of the department)
REQUIREMENTS : Grade 12 or equivalent qualification as recognized by SAQA. No experience required. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.

DUTIES : Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/160 : **DATA CAPTURER REF NO: LDARD 16/02/2025 (X2 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification as recognized by SAQA. No experience is required. Knowledge, Competencies and skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Computer literacy and data capturing knowledge. Good communication skills. Good interpersonal relations. Ability to work as a team and willing to work under pressure. Job Knowledge. Computer skills. Planning and organization skills. Interpersonal relations skills. Language. Flexibility. Good verbal and written communication skills. Teamwork.

DUTIES : To render data capturing services. Transcription of data from source documents and verification. Maintain accurate and up to date records on the system for authenticity. Update monthly project performance data i.e expenditure and outputs. Ensure that confidentiality of collected and stored data is maintained. To accurately capture data from available records into the required formats e.g. databases, table, spreadsheet and EPWP Reporting System. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

<u>POST 07/161</u>	:	<u>ENGINEERING ASSISTANT REF NO: LDARD 17/02/2025 (X1 POST)</u>
<u>SALARY</u>	:	R183 279 per annum (Level 04)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 3) or equivalent qualification as recognized by SAQA. No experience is required. Knowledge, Competencies and skills: Basic numeracy skills, literacy, operating equipment skills.
<u>DUTIES</u>	:	Assist Sustainable Resource Management engineering officials in the execution of their duties. Support Engineering Officials with engineering duties. Support the Engineering Official with the training of interns. Office Administration.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 07/162</u>	:	<u>TRACTOR DRIVER REF NO: LDARD 18/02/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	Tompoti Seleka and Madzivhandila College
<u>REQUIREMENTS</u>	:	Grade 10/ABET/AET or equivalent qualification as recognised by SAQA (equivalent qualification in diesel mechanics as recognised by SAQA will be an added advantage). A minimum 3 years' experience in operation of farm machinery and maintenance of water infrastructure. A valid driver's License (with exception of people with disabilities Knowledge, Competencies, and Skills: Knowledge of Agricultural Equipment. Ability to Operate the Tractor. Basic diesel mechanic skills. Water/Diesel Engine maintenance skills. Knowledge of various types of farm equipment. Knowledge of Batho Pele Principles. Discing, planting, and harvesting of crop fields. Driving skills.
<u>DUTIES</u>	:	Loading, transportation and offloading of goods. Refuse removal within the farm. Operation and maintenance of farm machinery, farm equipment, research trails, firebreaks, and access roads. Maintenance of farm infrastructure. Routine inspection on water reservoirs and livestock drinking troughs on farm. Perform routine activities in respect of livestock and general farm activities.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 07/163</u>	:	<u>HANDYMAN REF NO: LDARD 19/02/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	LDARD (Placement will be done according to the needs of the department)
<u>REQUIREMENTS</u>	:	ABET L4 or equivalent qualification as recognised by SAQA. No experience is required. Knowledge, Competencies, and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's licence (with exception of people with disabilities) will be an added advantage.
<u>DUTIES</u>	:	Maintenance of office buildings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipments. Repair broken furniture and equipments. Safekeeping of maintenance tools and supplies. Report defects.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 07/164</u>	:	<u>DRIVER OPERATOR REF NO: LDARD 20/02/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	LDARD (Placement will be done according to the needs of the department)
<u>REQUIREMENTS</u>	:	NQF level 3 or equivalent qualification as recognised by SAQA. A driver's licence Code EC and operating certificate (PDP) (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of driving and operating specialized equipment. Communication Skills. Ability to operate the equipment. Ability to read and write. Good eyesight. Teamwork. Physical

- inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
- DUTIES** : Operate specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-ravelling/shoulder maintenance. Render driving services. Transportation of work teams and materials/equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/165** : **FARM AID REF NO: LDARD 21/02/2025 (X6 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : LDARD (Placement will be done according to the needs of the department)
REQUIREMENTS : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
- DUTIES** : Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/166** : **FIELD RANGER REF NO: LDARD 22/02/2025 (X2 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : Mara and Tsoelike Research Centre
REQUIREMENTS : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Firearm competency and licence. Farm work experience and knowledge of various types of farm activities will be an added advantage. A valid driver's licence (with exception of people with disabilities) will be an added advantage. Knowledge, competencies, and skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Report writing. Knowledge of security services. Firearm competency. Communication skills. Good interpersonal relation skills. Knowledge of Batho Pele Principles.
- DUTIES** : Farm patrol. Arrest of poachers and trespassers. Searching and dismantling of snares. Searching for the missing animals. Crime prevention. Culling of animals and maintenance of farm infrastructures like fences. Guarding of farm assets and control of veld fires.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/167** : **GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER REF NO: LDARD 23/02/2025 (X10 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : LDARD, Vhembe District, Vhembe Far North and Vhembe Central
REQUIREMENTS : Grade 10/ABET/AET or equivalent qualification. Security qualification will be an added advantage. No experience is required. Knowledge, competencies, and skills: Basic literacy and numeracy. Able to read and write. Knowledge of security services. Communication Skills. Good interpersonal relations. Report writing.
- DUTIES** : To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate all

product listed in (ii) above. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Keep register for quarantined animals. Keep register for vehicle movement.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/168 : **GENERAL WORKER REF NO: LDARD 24/02/2025 (X1 POST)**
(Re-advertisement, those who applied before need to reapply)

SALARY : R131 265 per annum (Level 02)
CENTRE : Vhembe Central
REQUIREMENTS : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. No experience is required. Knowledge, Competencies, and Skills: Basic numeracy. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations.

DUTIES : Maintenance of grounds and gardens. Maintenance and safekeeping of gardening equipment. Cleaning and maintenance of laboratory equipment and stores. Removing garbage and empty boxes. Moving furniture and equipment as required. Cleaning of laboratory service vehicles. Assist in receiving stock and goods. Reporting of losses/damages to equipment.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

OFFICE OF THE PREMIER

APPLICATIONS : Applications, quoting relevant reference and name of Department, should be forwarded as follows: Chief Director: Strategic HR, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach updated CV will result in the application not being considered/disqualification.

FOR ATTENTION : Mr. Junior Maboya / Ms. Moipone Mathole
CLOSING DATE : 07 March 2025

NOTE : Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at www.labour.gov.za / www.gov.za/documents and must only be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (SMS) posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela programme (SMS Pre-Entry Programme) offered by the National School of Governance (NSG) which can be accessed via following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Qualification certificates MUST not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority

(SAQA). If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Department (s) reserves the right NOT to make appointments on the advertised post(s). Note! Candidates who previously applied for the above advertised vacant posts need to re-apply.

MANAGEMENT ECHELON

- POST 07/169** : **HEAD OF DEPARTMENT: EDUCATION REF NO: OTP/03/25/01**
(5) years fixed term contract)
Re-Advert
- SALARY** : R2 259 984 per annum (SMS Grade D) (Level 16). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package
- CENTRE** : Polokwane: Head Office
- REQUIREMENTS** : A Qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Education Curriculum Development / Financial Management / Business Management / Administration will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Core and Process Competencies- Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic direction on the provision and implementation of curriculum delivery & support services. Policies, strategies, guidelines and procedure manuals achieve the main objective of the department and ensures optimum service delivery. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Provincial norms and standards have been developed and implemented, and National norms and stands have been adapted to ensure optimum service delivery. Curriculum and development programmes achieve the set objectives. Provide strategic direction on the provision and implementation of institutional governance, coordination and support services. Policies, strategies, guidelines and procedure manuals achieve the main objective of the department and ensures optimum service delivery. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Provincial norms and standards have been developed and implemented and National norms and stands have been adapted to ensure optimum service delivery. Well- managed departmental institutions, quality standards of learning and teaching and social support programmes promoted. Provide strategic direction and coordinate the implementation of corporate management services. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Well and appropriately resourced in terms of personnel to maximize service delivery and in terms of PSR. Provide strategic direction and coordinate the provision of financial management services. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Financial Management done in line with PFMA and to achieve the set objectives. Provide strategic direction and facilitate the provision of organizational risk management. Compliance with relevant policies and

		programmes. Ensure the provisioning of Executive support services to the offices of the MEC and HOD. Well-resourced and effective and efficient support. Ensure the provision of intergovernmental relations, donor funding and Education Trust. Well-resourced and effective and efficient support.
<u>ENQUIRIES</u>	:	Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290
<u>POST 07/170</u>	:	<u>HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: OTP/03/25/02</u> (Five (5) years fixed term contract) Re-Advert
<u>SALARY</u>	:	R1 741 770 per annum (SMS Grade D) (Level 15). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
<u>CENTRE</u>	:	Polokwane - (Head Office)
<u>REQUIREMENTS</u>	:	A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Social Science / Social Work / Financial Management / Business Management/ Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
<u>DUTIES</u>	:	The successful candidate will be the Head of Department and Accounting Officer responsible for: -Serve as the accounting officer of the department in line with the PFMA and establish the strategic direction of the department to ensure alignment with its business plans. Oversee the provision of Integrated Social welfare services to the poor and the vulnerable in partnership with civil society organizations within the province. Oversee that older persons and disability programmes are coordinated and provided. Oversee that non – institutionalized HIV/ AIDS and social relief programmes are coordinated and provided. Oversee the provision of psycho-social support to the beneficiaries, debriefing, food parcels and school uniforms. Oversee coordination of inter-sectoral collaboration to ensure that the department contributes to Integrated services delivery. Oversee coordination and maintenance of good relations within the Department and all Stakeholders. Oversee the provision of social services to children and families within the province through child and youth care centres and victim empowerment centres. Oversee the Child Protection services are coordinated and provided. Oversee the development of strategies for Child Protection Services. Oversee the development of policies for Child Protection services. Oversee that child and youth care services are coordinated and provided. Oversee the development of Provincial Strategy on Child and Youth Care Centers. Oversee the provision of development and research services programmes to empower communities of Limpopo Province. Implement Integrated Development programmes that facilitate the empowerment of communities towards sustainable livelihood. Provide community-based research, planning and mobilisation. Coordinate and develop youth and women empowerment programs. Facilitate of implementation of skills development programmes and job creation programmes. Monitor and ensure that research and population development culture is entrenched. Oversee and ensure effective and efficient population research and demographic analysis. Oversee the provision of corporate services in adherence, compliance and implementation of Provincial and National legislation, regulations and policies. Guide and provide effective managerial and strategic coordination of human resource development and management. Provide comprehensive organisational development support and advice. Technical support on the implementation and customisation of national legislation on government information management and technology (GITO), strategic support and communication services. Ensure mission effectiveness and operational efficiency through effective and efficient records management. Coordinate legal services and employee relations and people management in the department to obtain a maximum impact on the departments' service delivery. Provide transformation and change management services. Manage the department's performance with regard to monitoring and evaluation of quality services delivery programs. Oversee and promote

proper financial management in line with PFMA and other provincial /national prescripts. Coordinate and manage financial regulatory compliance and reporting. Ensure that inspection and investigations are conducted to establish compliance with the PFMA within the Department. Coordinate Financial Planning, Budgeting, and Reporting services in the Department. Oversee and ensure effective and efficient bookkeeping and bank reconciliation. Develop and monitor the implementation supply chain management internal policies, systems, and processes. Provide infrastructure management in the department. Ensure and promote an appropriate platform for risk management services within the province. Provide leadership, strategy, and advice on risk implications of management decisions. Ensure risk management, security, fraud, and corruption awareness within the department. Ensure continuous improvements in internal control systems through risk management, corruption, and fraud prevention strategies. Ensure the availability of surveillance systems, categorization of documents and computers. Coordinate the implementation of security management services. Ensure that employees have positive security clearances and disclose financial interest annually. Facilitate and ensure coordination of social development services at all the provincial districts, sub-districts/ municipalities, and institutions. Oversee the development of Operational Plans to give strategic direction to the District office. Manage the integration of IDP programs with strategic objectives and plans. Oversee the provincial and district devolution task teams. Ensure the collation of monthly, quarterly, and annual reports from the districts. Monitor the implementation quality assurance/improvement plans. Develop and maintain good relations between the department and all stakeholders.

- ENQUIRIES** : Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290
- POST 07/171** : **HEAD OF DEPARTMENT: AGRICULTURE & RURAL DEVELOPMENT REF NO: OTP/03/25/03**
(Five (5) years fixed term contract)
Re-Advert
- SALARY** : R1 741 770 per annum (SMS Grade D) (Level 15). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
- CENTRE** : Polokwane - (Head Office)
- REQUIREMENTS** : A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Agriculture Extension / Financial Management / Business Management/ Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for: Oversee the rendering of agricultural technical services in the department. Render support and advice to the MEC for Agriculture and Rural Development on the core mandates of the Department. Provide strategic leadership in the provision of technical services. Coordinate and oversee the provision and rendering of research and training services in the Department. Provide leadership and guidance on the provision of sustainable resource management. Provide leadership and support in the rendering of farmer support and Agribusiness development. Lead driving programmes to ensure that there is food security throughout the province. Provide executive leadership and support in respect of rural development and district management. Drive and lead the transformation of the agricultural sector in line with national, provincial and departmental goals and objectives. Guide and manage implementation of agricultural services in all the Districts and Municipalities. Coordinate rural development in the department and province. Ensure the achievement of the key priorities of the government of the day by coordinating rural development throughout the province. Co-Ordinate Infrastructure Development & Project Performance Functions. Develop strategic intervention in projects implementation. Promote infrastructure development improvement program. Provide infrastructure project database

management. Provide strategic leadership on the provision of risk, anti-corruption and integrity management. Provide leadership and guidance on the provision of enterprise risk management support. Coordinate the development and monitoring of implementation of business continuity plan. Promote the implementation of code of conduct. Monitor compliance to rules and regulations in the public service. Ensure promotion of the financial disclosure system. Ensure the development and maintenance of internal anti-corruption systems to combat all forms of fraud and corruption. Provide leadership and oversee the provision of financial management. Ensure that financial and other resources allocated to the Department are managed in accordance with the Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts. Manage and oversee the provision of internal control and compliance. Oversee the provision and management of financial accounting. Oversee the provision of management accounting. Manage supply chain and ensure that systems are in place. Coordinate the provision of asset management in the department and province. Provide leadership in the management of departmental assets. Provide leadership and oversee the provision of strategy and systems services. Provide strategic leadership in the strategic management, monitoring and evaluation. Provide strategic leadership for provision of legal support services. Provide executive leadership in the provision of communication services. Provide strategic leadership for provision of government information management and technology services. Provide leadership and oversee the provision of corporate management services. Provide strategic human resource management of the Department. Provide executive support and leadership on the provision of Human Resource Development and Employee Relations. Provide advice and guidance on employee health and wellness programmes. Provide executive support and leadership on security and facilities Management.

ENQUIRIES

: Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290