

	Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgement. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organizational. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.
<u>DUTIES</u>	: Develop and implement methodologies, systems and procedures for the detection and identification of pests of phytosanitary importance. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Perform scientific analysis and regulatory functions in the area of plant quarantine. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance and development of staff.
<u>ENQUIRIES</u>	: Mr Theo Pongolo Tel No: (021) 809 1640
<u>APPLICATIONS</u>	: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit202025@nda.agric.za
<u>NOTE</u>	: African Males and Females, and persons with disability are encouraged to apply.
<u>POST 45/03</u>	: <u>ASSISTANT DIRECTOR: SENIOR MANAGEMENT SERVICES (SMS) REF NO: 3/3/1/13/2025</u> Directorate: Human Resource Administration: Gauteng (Pretoria)
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Gauteng (Pretoria): Head Office
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Human Resource Management (NQF 6). Minimum of 3 years' experience in Human Resource Management environment. Job related knowledge: Public Service Act. Public Service Regulations. Public Finance Management Act. Human Resource (HR) matters. Reporting procedures. Compilations of management reports. Labour relations. Supervisory skills and competencies. Human Resource Administration (HRA) policies and practices. Public Service Reporting. Computer base HR information systems. Job related skills: Communications (verbal and written) skills. Strategic planning and leadership skills. Interpersonal skills. Problem solving skills. Conflict resolutions skills. Interpretation skills. Analytical skills. Presentation and facilitation skills. Report writing skills. People management skills. Administrative skills. Customer focus skills. Computer literacy. Valid Divers' license. Working irregular hours.
<u>DUTIES</u>	: Supervise the allocated resources of the Sub Directorate. Ensure capacity and development of employees. Evaluate and monitor performance of employees. Monitor and ensure proper utilization of equipment and reporting thereof. Provided HR advisory to line managers on HR compensations management, HR service benefits and conditions. Provide advisory services and respond to all enquiries received, in line with the government's legislative frameworks and the Department's policies and directives to the Department's line functionaries and SMS members. Know and apply legislation, policies and procedures. Ensure proper maintenance of all relevant databases. Conduct regular workshops with line functionaries regarding service benefits and conditions.

		Administer the administration of the capturing of appointments/acting appointments of SMS members on the PERSAL System. Ensure that HR systems and processes are in place to enable HR support to SMS members. Assist in the management and quality assurance of the source documents submitted and approve. Know and apply legislation, policies and procedure. Administer and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counteroffers etc.). Ensure compliance with the legislative frameworks. Quality assure and manage the submission of documents on the relevant systems. Approve. Plan and facilitate the administration of conditions of service and service benefits for SMS members. Administer leave and termination of services. Administer allowances (e.g. housing, overtime, long service). Provide advice with regard to service benefits and conditions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sharon Waverley Tel No: (012) 312 9758
	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDSMSrecruit132025@nda.agric.za
<u>NOTE</u>	:	Coloured Males and Coloured, Indian, White Females and persons with disability are encouraged to apply.
<u>POST 45/04</u>	:	<u>CHIEF MONITORING ANALYST REF NO: 3/3/1/14/2025</u> Chief Directorate: Planning, Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Gauteng (Pretoria): Head Office
	:	Applicants must be in possession of a Bachelor's Degree / National Diploma in Agricultural Science, Agricultural Economics, Statistics, Auditing, Public Administration / Management (NQF6). Minimum of 3 years of proven experience in performance monitoring, evaluation, Project and programme management, strategic planning preferably in agricultural environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. DPME regulations, Performance auditing, Project and programme management, Quality improvement, Ability to customize and package information to user requirements. Job related skills: Computer literacy, Analytical and research skills, Communication and interpersonal skills, Presentation skills, Problem solving skills, Report writing skills. A valid driver's license. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Coordinate organisational performance analysis against predetermined objectives. Coordinate analysis on organisational performance reporting. Analyse state of performance controls and inform continuous improvements to satisfy prescribed performance standards for accountability and transparency. Use analysis findings to inform agenda on capacity building/advisory to achieve improved organisational performance. Support use of analysis findings to proactively overcome challenges, develop guiding documents and tools and enhance management decision making process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Evans Kgasago Tel No: (012) 312 8063/8068
	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CMAreruit142025@nda.agric.za
<u>NOTE</u>	:	Coloured, Indians, White Males and Females, and persons with disability are encouraged to apply.
<u>POST 45/05</u>	:	<u>SENIOR ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: 3/3/1/15/2025</u> Directorate: Human Resource Utilization and Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08)
	:	Gauteng (Pretoria): Head Office
	:	Applicants must be in possession of a National Diploma in Management Services / Operations Management / Production Management, Organizational and Work study qualifications (NQF level 6). Minimum of one (1) year experience. Job related knowledge: Knowledge of the Public Service and Departmental prescripts / policies. Work study principles and techniques, Job design and job profile compilation, Policies, procedure and prescripts,