



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

VACANCY CIRCULAR 03/2022

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
2022-06-09
P/BAG X2039, MMABATHO 2735
NORTH WEST PROVINCE REPUBLIC OF SOUTH AFRICA

DR. KENNETH KAUNDA DISTRICT SERVICES

Farm Aid (7 posts)

Salary: R 104 073.00 p.a. (Level 02)

Centre: Potchefstroom Agricultural College

Ref. NWDARD 01/06/22

Requirements: *ABET Level 4/ Grade 9 *0 – 2 years appropriate experience will be an added advantage *Proficiency in two of the official languages spoken in the North West Province, that is Setswana and English or Afrikaans *Driver's licence will be an added advantage *Ability to read and write *Good verbal communication skills *Observation skills *Good interpersonal relations *Must be able to work in a team

Duties: *Render farm services in support of accredited and non-accredited programmes *Carry out farming duties *Prepare produce for selling *Provide support duties in relation to livestock and pastures *Operation of farm machinery and implements *Assist in maintenance of farm assets *Handling of produce sales and donations *Cleaning of work area, equipment and machinery

Enquiries: Mr ZS Ntuli, tel: (018) 285 0700/ 0709

Tradesman Aid

Salary: R 124 434.00 p.a. (Level 03)

Centre: Potchefstroom Agricultural College

Ref. NWDARD 02/06/22

Requirements: *Grade 10 or equivalent * 2 – 5 years' trade-related experience will be an added advantage *Proficiency in two of the official languages spoken in the North West Province, that is Setswana and English or Afrikaans *Ability to read and write *Good interpersonal, communication and organising skills *Ability to use electrical and hand tools *Must be able to work in a team

Duties: *Provide location assistance during practical sessions *Provide assistance to Artisan in relation to production duties * Assist in stocktaking and verification of assets *Responsible for housekeeping *Control materials and consumables *Carry out basic routine maintenance duties and inspections

Enquiries: Mr P Maselwanyane, tel: (018) 285 0700/10

ASO – Office Administration
Salary: R 104 073.00 p.a. (Level 02)
Centre: Potchefstroom Agricultural College
Ref. NWDARD 03/06/22

Requirements: * ABET Level 4 or equivalent qualification, 1 – 2 years' relevant experience will be an added advantage*Proficiency in two of the official languages spoken in the North West Province, i.e. Setswana, English, Afrikaans * Ability to read and write *Good verbal communication skills * Good interpersonal skills *Must be able to work in a team and under pressure

Duties: *Reproduction of students study materials *Photocopying and binding College Rules & Regulations *Identifying College Assets and Stock taking *Report photocopier need for service and repairs* Safekeeping of the originals of all subjects.

Enquiries: Ms J Maloba, tel: 018 285 0728

Messenger
Salary: R 104 073.00 p.a. (Level 02)
Centre: Potchefstroom Agricultural College
Ref. NWDARD 04/06/22

Requirements: * ABET Level 4/ Grade 9 *Relevant experience will be an added advantage*A Valid Driver's Licence *Good communication skills *Basic planning and organising skills *Ability to read and write*Computer literate*Good people skills*High level of confidentiality.

Duties: *Collect and deliver mail from and to different sections *Updating of mail registers *Distribute files and parcels to relevant destinations/addresses *Assist staff with binding, punching and distribution of material. *Sort and arrange correspondence in the registry.

Enquiries: Ms J Maloba, tel: (018) 285 0728

Cleaner (4 posts)
Salary: R 104 073.00 p.a. (Level 2)
Centre: Potchefstroom Agricultural College
Ref. NWDARD 05/06/22

Requirements: *ABET *Between 1 – 2 years appropriate experience will be an added advantage *Proficiency in two of the official languages spoken in the North West Province, that is Setswana and English or Afrikaans *Ability to read and write *Good verbal communication skills *Good interpersonal relations *Must be able to work in a team *Ability to work under pressure

Duties: *Cleaning of boardrooms, lecture halls, examination rooms and hostel rooms *Dusting, polishing of furnisher and surfaces *Sweeping, washing and waxing of floors *Vacuuming and shampooing of carpets *Emptying and cleaning of dustbins *Removal of domestic waste *Cleaning of kitchen, including dishes, utensils and basins *Cleaning of rest rooms, including toilets, waste bins, replacement of toilet paper, hand towel and air freshener *Maintain cleaning material, equipment and stock

Enquiries: Ms PN Mngomezulu, tel: (018) 285 0700

Senior Agricultural Advisor
Salary: R382 245.00 p.a. (Level 09)
Centre: Matlosana Local Agricultural Office
Ref. NWDARD 06/06/22

Requirements: An appropriate four years degree or equivalent (NQF 7) Proof of SACNASP of registration *Valid driver's license (code B) * A minimum of 4 year's appropriate experience *Computer skills *Knowledge of extension methodology *Advanced communication and presentation skills *Knowledge of project planning and management.

Duties: *Support rendering of agricultural extension services to internal and external clients *Support the provision of agricultural advisory services to organised agriculture and other agricultural stakeholders *Provide support and guidance to agricultural advisors *Perform administrative functions related to the job *Coordinate and manage the activities of Relevant district Extension Forums, development and Implementation of Extension Programmes *Support the implementation of Extension Recovery Plan * Contribute to the Analysis, Monitoring and Evaluation of compliance to Profession specific regulations *Advise the district to Extension strategies, methods and innovations.

Enquiries: Dr. N. Molepo, tel : 018 -299 6517

Agricultural Advisor (2 posts)
Salary: R 321 543.00 p.a (Level 08)
Centres: Matlosana Local Agricultural Offices
Ref. NWDARD 07/06/22

*An appropriate 4-year degree or equivalent (NQF 7) with Crop or Livestock Production as major or specialization *Proof of registration with SACNASP/proof of application for registration with SACNASP *Knowledge of extension methodology* Computer skills *Communication and presentation skills *Valid driver's licence *No experience required, however exposure to agricultural extension work will be an added advantage.

Duties: *Identify, develop and implement sustainable production programmes *Identify and stimulate interest to aspirant farmers in farming communities *Render agricultural extension services under guidance of seniors, to internal and external clients *Provide agricultural advisory services to organised agriculture and other agricultural stakeholders *Perform administrative functions related to the job including reporting.

Enquiries: Mr. H. Motlogeloa, tel: (018) 299 6517

Farm Aid (19 posts)
Salary: R 104 073.00 p.a. (Level 02)
**Centre: Animal Science (1), Pasture Science (3), Crop Science (2), Soil Science (1),
Research and Information Support (12)**
Ref. NWDARD 08/06/22

Requirements: *ABET Level 4/ Grade 9 * Between 0 – 2 years appropriate experience will be an added advantage *Proficiency in two of the official languages spoken in the North West Province, that is Setswana and English or Afrikaans *Driver's licence will be an added advantage *Ability to read and

write *Good verbal communication skills *Observation skills *Good interpersonal relations *Must be able to work in a team

Duties: *Render farm services in support of accredited and non-accredited programmes *Carry out farming duties *Prepare produce for selling *Provide support duties in relation to livestock and pastures *Operation of farm machinery and implements *Assist in maintenance of farm assets *Handling of produce sales and donations *Cleaning of work area, equipment and machinery

Enquiries: Mr. T.P. Motene, tel: 018 -299 6622

Farm Aid (2 posts)
Salary: R 104 073.00 p.a. (Level 02)
Centre: Animal Science Armoedsvlakte
Ref. NWDARD 09/06/22

Requirements: *ABET Level 4/ Grade 9 * Ability to ride and handle horse* Experience in livestock production will be an added advantage * Ability to communicate in languages spoken in North West Province, i.e. Setswana and English or Afrikaans * Basic literacy and numeracy * Ability to read and write* Good interpersonal relation* Team work, reliability and observational ability.

Duties: *Daily Management of large stock herds and small stock flock on extensive livestock farm * Support Farm Foreman in the collection of raw data for animal science related research activities, kraal animals for livestock handling activities, check and report availability of water and lick supplementation * Camp rotation as required* Views, count and report status of livestock *Checking fences, kraals, water reticulation, handling facilities, etc. to ensure that they are well maintained *Perform tasks required to maintain proper housekeeping in the workplace *Clean kraals, water troughs and feed troughs *Ensures that hoses, equipment, tools and other work aids are properly used and cared for *Perform overtime on weekends and public holidays *Be prepared to work extended hours when required

Enquiries: Mr. T.D. Botlhoko, tel: 018 -299 6500

General Worker
Salary: R 104 073.00 p.a. (level 02)
Centre: Dr. Kenneth Kaunda District Office - Potchefstroom
Ref. NWDARD 10/06/22

Requirements: *ABET level 4/ Grade 9 *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 engineering equipment and stores *Removing of garbage and empty boxes *Moving of equipment and furniture as required *Cleaning of engineering service vehicles and trailers *Assist in receiving of stock and goods *Reporting of losses/ damages of equipment

Enquiries: Mr RC Du Plessis, tel: (018) 299 6669/7

General Worker (Groundsman)
Salary: R 104 073.00 p.a. (level 02)

Centre: Dr. Kenneth Kaunda District Office - Potchefstroom
Ref. NWDARD 11/06/22

Requirements: *ABET Level 4/ Grade 9 *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 engineering equipment and stores *Removing of garbage and empty boxes *Moving of equipment and furniture as required *Cleaning of engineering service vehicles and trailers *Assist in receiving of stock and goods *Reporting of losses/ damages of equipment

Enquiries: Mr SS Lebitse, tel: (018) 299 6811

Cleaner (5 posts)
Salary: R 104 073.00 p.a. (Level 2)
Centre: Dr Kenneth Kaunda District Office - Potchefstroom
Ref. NWDARD 12/06/22

Requirements: * ABET Level 4/ Grade 9 *Good communication skills *1 – 2 years' experience will be an added advantage *Ability to work under pressure *People orientated *Proficient in any two of the languages spoken in the North West Province

Duties: *Cleaning of offices, corridors and boardrooms *Dusting and polishing of furniture *Disinfecting of surfaces *Sweeping, washing and waxing of floors *Vacuuming & shampooing of carpets *Emptying and cleaning of dust bins *Collecting and removing of domestic waste *Cleaning in kitchen, including appliances, dishes, utensils and basins *Cleaning of rest rooms, including toilets, waste bins and refilling or replacing of hand wash soap, toilet paper, hand towels and refreshers *Maintain cleaning material, equipment and stock * Report broken cleaning machines and equipment.

Enquiries: Ms Surika Botha, tel: (018) 299 6635

DR RUTH SEGOMOTSI MOMPATI DISTRICT SERVICES

Driver Messenger
Salary: R147 459.00 p.a. (Level 4)
Centres: Taung Agricultural College
Ref. NWDARD 13/06/22

Requirements: *ABET Certificate plus 1-2 years' experience will be an added advantage *Valid drives licence *Good knowledge of work environment *Good communication skills (verbal and written) *Ability to work under pressure and outside official hours

Duties: Driver light and medium motor vehicles to transport passengers and deliver mail and documents *Complete all the required and prescribed records and log books with regards to the vehicle and the goods handled *Do routine maintenance of the allocated vehicle and report defects timely *Render clerical support and messenger services *Collect and deliver documentation and related items *Copy and fax documents *Assist in registry

Enquiries: Mr. Mosuang, tel: 018 -389 5300

Tradesman Aid (4 posts)

Salary: R 124 434.00 p.a. (Level 03)

Centre: Taung Agricultural College

Ref. NWDARD 14/06/22

Requirements: *Grade 10 or equivalent *At least 2 – 5 years' trade-related experience will be an added advantage *Proficiency in two of the official languages spoken in the North West Province, i.e Setswana and English or Afrikaans *Ability to read and write *Good interpersonal, communication and organising skills *Ability to use electrical and hand tools *Must be able to work in a team

Duties: *Provide location assistance during practical sessions *Provide assistance to Artisan in relation to production duties * Assist in stocktaking and verification of assets *Responsible for housekeeping *Control materials and consumables *Carry out basic routine maintenance duties and inspections

Enquiries: Mr. Mosuang, tel: 018 -389 5300

Cleaner (2 posts)

Salary: R 104 073.00 p.a. (Level 2)

Centre: Taung Agricultural College

Ref. NWDARD 15/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated.

Duties: *Cleaning of offices, corridors and boardrooms by; *Dusting and waxing office furniture *Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floors *Cleaning walls, windows and doors *Emptying and cleaning of dirt bins *Collect and removing of waste papers *Clean of general kitchen by; *Cleaning of basins *Wash and keep stock of kitchen utensils *Cleaning the restrooms by; *Refilling hand wash liquid soap. *Replace toilet papers, hand towels and refreshers *Empty and wash waste bins *Keep and maintain cleaning materials and equipment's *Report broken cleaning machines and equipment *Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use *Request cleaning materials.

Enquiries: Mr. Musuang, tel: 053 -389 5300

Senior Agricultural Advisor

Salary: R382 245.00 p.a (Level 09)

Centre: Lekwa Taemane Local Agricultural Office

Ref. NWDARD 16/06/22

Requirements: An appropriate four years degree or equivalent (NQF 7) Proof of SACNASP of registration *Valid driver's license (code B) * A minimum of 4 year's appropriate experience *Computer skills *Knowledge of extension methodology *Advanced communication and presentation skills *Knowledge of project planning and management.

Duties: *Support rendering of agricultural extension services to internal and external clients *Support the provision of agricultural advisory services to organised agriculture and other agricultural stakeholders *Provide support and guidance to agricultural advisors *Perform administrative functions related to the job *Coordinate and manage the activities of Relevant district Extension Forums, development and Implementation of Extension Programmes *Support the implementation of Extension

Recovery Plan * Contribute to the Analysis, Monitoring and Evaluation of compliance to Profession specific regulations *Advise the district to Extension strategies, methods and innovations.

Enquiries: Mr. Motsoeneng, tel : 053 -927 1800

Agricultural Advisor (7 posts)

Salary: R321 543.00 p.a (Level 08)

**Centre: Kagisano Molopo (2), Lekwa Taemane(2), Naledi (2) Mamusa (1) Local
Agricultural Offices**

Ref. NWDARD 17/06/22

An appropriate 4-year degree or equivalent (NQF 7) with Crop or Livestock Production as major or specialization *Proof of registration with SACNASP/proof of application for registration with SACNASP *Knowledge of extension methodology* Computer skills *Communication and presentation skills *Valid driver's licence *No experience required, however exposure to agricultural extension work will be an added advantage.

Duties: *Identify, develop and implement sustainable production programmes *Identify and stimulate interest to aspirant farmers in farming communities *Render agricultural extension services under guidance of seniors, to internal and external clients *Provide agricultural advisory services to organised agriculture and other agricultural stakeholders *Perform administrative functions related to the job including reporting.

Enquiries: Mr. Motsoeneng, tel : 053 -927 1800

General Worker (2 posts)

Salary: R 104 073.00 p.a. (Level 2)

Centre: Kagisano Molopo and Greater Taung Local Agricultural Offices

Ref. NWDARD 18/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated *Knowledge of operating machinery *Ability to read and write

Duties: *Conduct outside cleaning services of simple and routine nature by utilizing a variety of handheld aids (spades, rakes, lawn mowers, sprinklers etc) *Remove refuse from offices *Perform cutting of grass and maintenance of yard *Handling and loading of equipment *Assist with any other reasonable work assigned to him/her

Enquiries: Ms. K. Mmolawa, tel: 053 – 927 1800/ 0432/4

Cleaner (6 posts)

Salary: R 104 073.00 p.a. (Level 2)

**Centre: District Office (2), Kagisano Molopo (2) and Lekwa-Taemane (1) Local
Agricultural Offices and Taung Irrigation (1)**

Ref: NWDARD 19/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated.

Duties: *Cleaning of offices, corridors and boardrooms by; *Dusting and waxing office furniture *Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floors *Cleaning walls, windows and doors *Emptying and cleaning of dirt bins *Collect and removing of waste papers *Clean of general kitchen by; *Cleaning of basins *Wash and keep stock of kitchen utensils *Cleaning the restrooms by; *Refilling hand wash liquid soap. *Replace toilet papers, hand towels and refreshers *Empty and wash waste bins *Keep and maintain cleaning materials and equipment's *Report broken cleaning machines and equipment *Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use *Request cleaning materials.

Enquiries: Ms. K. Mmolawa, tel: 053 – 927 1800/ 0432/4

BOJANALA DISTRICT SERVICES

Driver Messenger (2 posts)
Salary: R147 459.00 p.a. (Level 4)
Centre: Bojana District Office
Ref. NWDARD 20/06/22

Requirements: *ABET Certificate, 1-2 years' experience will be an added advantage*Valid drives licence *Good knowledge of work environment *Good communication skills (verbal and written) *Ability to work under pressure and outside official hours

Duties: Driver light and medium motor vehicles to transport passengers and deliver mail and documents *Complete all the required and prescribed records and log books with regards to the vehicle and the goods handled *Do routine maintenance of the allocated vehicle and report defects timely *Render clerical support and messenger services *Collect and deliver documentation and related items *Copy and fax documents *Assist in registry

Enquiries: Ms. M.I. Maponyane, tel: 014 529 8261/2/72

General Worker (3 posts)
Salary: R 104 073.00 p.a. (Level 2)
Centres: Moses Kotane Local Agricultural Office
Ref. NWDARD 21/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated *Knowledge of operating machinery *Ability to read and write

Duties: *Conduct outside cleaning services of simple and routine nature by utilizing a variety of handheld aids (spades, rakes, lawn mowers, sprinklers etc) *Remove refuse from offices *Perform cutting of grass and maintenance of yard *Handling and loading of equipment *Assist with any other reasonable work assigned to him/her

Enquiries: Ms. M.I. Maponyane, tel: 014 529 8261/2/72

Cleaner (2 posts)
Salary: R 104 073.00 p.a. (Level 2)
Centre: Moretele and Madibeng/Brits Local Agricultural Offices
Ref. NWDARD 22/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated.

Duties: *Cleaning of offices, corridors and boardrooms by; *Dusting and waxing office furniture *Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floors *Cleaning walls, windows and doors *Emptying and cleaning of dirt bins *Collect and removing of waste papers *Clean of general kitchen by; *Cleaning of basins *Wash and keep stock of kitchen utensils *Cleaning the restrooms by; *Refilling hand wash liquid soap. *Replace toilet papers, hand towels and refreshers *Empty and wash waste bins *Keep and maintain cleaning materials and equipment's *Report broken cleaning machines and equipment *Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use *Request cleaning materials.

Enquiries: Ms. M.I. Maponyane, tel: 014 529 8261/2/72

NGAKA MODIRI MOLEMA DISTRICT SERVICES

Assistant Director - Local Agricultural Office Manager

Salary: R382 245.00 p.a. (Level 09)

Centre: Ratlou Local Agricultural Office

Ref. NWDARD 23/06/22

Requirements: *An appropriate Bachelor Degree or equivalent qualification *At least 5 years' experience in the field of Agricultural Extension and Advisory service *A Postgraduate qualification in Extension will be an added advantage *Knowledge of public service prescripts *Conflict Management and Leadership Skills *Technical knowledge in the fields of crops, horticulture and livestock production *Knowledge of project management *Computer Literacy *Good communication skills *Driver's licence *Ability to work with developing and commercial farmers* Ability to work under pressure.

Duties:* Manage the development and implementation of provision of Agricultural Extension* Manage the development and implementation of agricultural related project *Promote cooperative governance amongst stake holders* Manage the key performance areas of the managed* Compile and manage the utilisation of LDC budget and other resources* Compilation of reports* Report progress on LDC activities and liaise with other Departments, Municipalities, NGO's and farmer organisations in order to promote intergraded planning and development in the LDC

Enquiries: Ms. E. Mnguni, tel: (018) 384 1369

Senior Agricultural Advisor

Salary: R382 245.00 p.a. (Level 09)

Centre: Mahikeng Local Agricultural Office

Ref. NWDARD 24/06/22

Requirements: An appropriate four years degree or equivalent (NQF 7) Proof of SACNASP of registration *Valid driver's license (code B) * A minimum of 4 year's appropriate experience *Computer skills *Knowledge of extension methodology *Advanced communication and presentation skills *Knowledge of project planning and management.

Duties: *Support rendering of agricultural extension services to internal and external clients *Support the provision of agricultural advisory services to organised agriculture and other agricultural stakeholders

*Provide support and guidance to agricultural advisors *Perform administrative functions related to the job *Coordinate and manage the activities of Relevant district Extension Forums, development and Implementation of Extension Programmes *Support the implementation of Extension Recovery Plan *Contribute to the Analysis, Monitoring and Evaluation of compliance to Profession specific regulations *Advise the district to Extension strategies, methods and innovations.

Enquiries: Ms. E. Mnguni, tel: (018) 384 1369

Agricultural Advisor (3 posts)
Salary: R321 543.00 p.a. (Level 08)
Centres: Ratlou, Ditsobotla and Tswaing Local Agricultural Offices
Ref. NWDARD 25/06/22

An appropriate 4-year degree or equivalent (NQF 7) with Crop or Livestock Production as major or specialization *Proof of registration with SACNASP/proof of application for registration with SACNASP *Knowledge of extension methodology* Computer skills *Communication and presentation skills *Valid driver's licence *No experience required, however exposure to agricultural extension work will be an added advantage.

Duties: *Identify, develop and implement sustainable production programmes *Identify and stimulate interest to aspirant farmers in farming communities *Render agricultural extension services under guidance of seniors, to internal and external clients *Provide agricultural advisory services to organised agriculture and other agricultural stakeholders *Perform administrative functions related to the job including reporting.

Enquiries: Ms. E. Mnguni, tel: (018) 384 - 1504/1369

General Worker (4 posts)
Salary: R 104 073.00 p.a. (Level 2)
Centres: District Office (2), Mafikeng State Vet (1) Ditsobotla (1) Local Agricultural Office
Ref. NWDARD 26/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated *Knowledge of operating machinery *Ability to read and write

Duties: *Conduct outside cleaning services of simple and routine nature by utilizing a variety of handheld aids (spades, rakes, lawn mowers, sprinklers etc) *Remove refuse from offices *Perform cutting of grass and maintenance of yard *Handling and loading of equipment *Assist with any other reasonable work assigned to him/her

Enquiries: Ms. D. Mmusi, tel: 018 -384 1369/ 0172

Cleaner (3 posts)
Salary: R 104 073.00 p.a. (Level 2)
Centre: Ngaka Modiri Molema District Office (2), Tswaing (x1) Local Agricultural Office
Ref. NWDARD 27/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated.

Duties: *Cleaning of offices, corridors and boardrooms by; *Dusting and waxing office furniture *Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floors *Cleaning walls, windows and doors *Emptying and cleaning of dirt bins *Collect and removing of waste papers *Clean of general kitchen by; *Cleaning of basins *Wash and keep stock of kitchen utensils *Cleaning the restrooms by; *Refilling hand wash liquid soap. *Replace toilet papers, hand towels and refreshers *Empty and wash waste bins *Keep and maintain cleaning materials and equipment's *Report broken cleaning machines and equipment *Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use *Request cleaning materials.

Enquiries: Ms. D. Mmusi, tel: 018 -384 1369/ 0172

Agricultural Advisors (25 posts) (3 years fixed term contract)

Salary: R321 543.00 p.a. (SL 8) (plus 37% in lieu of benefits)

Centres: Dr. Kenneth Kaunda (4), Bojanala (7), Dr. Ruth Segomotsi Mompati (7), Ngaka Modiri Molema (7) Districts

Ref: NWDARD 28/05/2022

Requirements: An Appropriate 4 year degree or equivalent (NQF 7) and grade 12 certificate qualifications with crop or livestock production. * Knowledge of extension methodology* Proof of SACNASP registration and/ or proof of application for registration with SACNASP *Valid driver's license,* Computer skills,* Communication and presentation skills,* No experience required, however exposure to agricultural extension work will be an added advantage, *Preferably North West Province Unemployed Agricultural Graduates.

Duties: Identify, develop and implement sustainable production programmes* Identify and stimulate interest to aspirant farmers in farming communities* Render agricultural extension services under the guidance of seniors to internal and external Clients* Provide agricultural advisory services to organised agriculture and other agricultural stakeholders* Perform administrative functions related to the job.

Enquiries: Ms. T. Mosadi, tel: 018 – 389 5620

Applications for these post must be submitted to the attention of Ms. D. Mmusi, tel: 018 384 1369/0172

HEAD OFFICE

DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT

General Worker

Salary: R 104 073.00 p.a. (Level 2)

Centre: Head Office - Mahikeng

Ref. NWDARD 29/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated *Knowledge of operating machinery *Ability to read and write

Duties: *Conduct outside cleaning services of simple and routine nature by utilizing a variety of handheld aids (spades, rakes, lawn mowers, sprinklers etc) *Remove refuse from offices *Perform cutting of grass and maintenance of yard *Handling and loading of equipment *Assist with any other reasonable work assigned to him/her

Enquiries: Mr. W. Mmutle, tel: 018 -389 5985

DIRECTORATE - SUPPLY CHAIN MANAGEMENT

Receptionist

Salary: R147 459.00 p.a. (Level 04)

Centre: Head Office -Mahikeng

Ref. NWDARD 30/06/22

Requirements: *Grade 12 or equivalent qualification *Good communication and interpersonal relationship skills *Computer literacy *Sound organising skills * Proper telephone etiquette

Duties: *Manage the incoming and outgoing calls in the office *Render customer care & reception services *Keep and update registers *Management and utilisation of the photocopy machine *Liaise with internal and external personnel *Handle incoming and outgoing mail /assignments.

Enquiries: Ms. T. Menong, tel: 018 -389 5455

Driver Messenger

Salary: R147 459.00 p.a. (Level 4)

Centre: Head Office - Mahikeng

NWDARD 31/06/22

Requirements: *ABET Certificate, 1-2 years' experience will be an added advantage *Valid drives licence *Good knowledge of work environment *Good communication skills (verbal and written) *Ability to work under pressure and outside official hours

Duties: Driver light and medium motor vehicles to transport passengers and deliver mail and documents *Complete all the required and prescribed records and log books with regards to the vehicle and the goods handled *Do routine maintenance of the allocated vehicle and report defects timely *Render clerical support and messenger services *Collect and deliver documentation and related items *Copy and fax documents *Assist in registry

Enquiries: Mr P. Mothibedi, tel: 018 -389 5134

Cleaner (6 posts)

Salary: R104 073.00 p.a. (Level 2)

Centre: Head Office - Mahikeng

Ref. NWDARD 32/06/22

Requirements: *ABET Certificate *Good communication skills *1-2 years' experience will be an added advantage *Ability to work under pressure *People orientated.

Duties: *Cleaning of offices, corridors and boardrooms by; *Dusting and waxing office furniture *Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floors *Cleaning walls, windows and doors *Emptying and cleaning of dirt bins *Collect and removing of waste papers *Clean of general kitchen by; *Cleaning of basins *Wash and keep stock of kitchen utensils *Cleaning the restrooms by; *Refilling hand wash liquid soap. *Replace toilet papers, hand towels and refreshers *Empty and wash waste bins *Keep and maintain cleaning materials and equipment's *Report broken cleaning machines and equipment *Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use *Request cleaning materials.

Enquiries: Ms. T. Menong, tel: 018 -389 5455

Applications must be submitted on the prescribed form Z83 (fully completed), obtainable from any Public Service Department or on the Internet at <http://www.info.gov.za/documents/forms/employ.pdf> and should be accompanied by a recently updated, comprehensive CV with the names of three referees. Only shortlisted candidates for the posts will be required to submit certified copies of qualifications and the relevant documents on or before the day of the interview. Non-RSA citizens /permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. **applications received after the closing date will not be considered.**

This Departmental is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/ appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

Note: Short-listed candidates will be subjected to security clearance and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments to the advertised posts. Faxed and late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

Applications, quoting the relevant reference number, must be forwarded as follows:

Dr Kenneth Kaunda District Services : The District Director, Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520, for attention of Ms C Hilderbrand.

Dr Ruth Segomotsi Mompoti District Services : The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms. K. Mmolawa

Bojanala District Services : The District Director, Bojanala District Services, P.O. Box X82070, Rustenburg, 3000, for attention of Ms I Maponyane

Ngaka Modiri Molema District Services: The District Director, Ngaka Modiri Molema District Services, Private Bag 106, Mmabatho, 2735, for attention of Ms D. Mmusi

All posts for Mahikeng - Head Office The Director Human Resource Management, Department of Agricultural and Rural Development, Directorate: Human Resource Management, Private Bag X2039,

Mmabatho 2735, for the attention Ms. N. Vilakazi or hand delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho.

Closing Date: 24 June 2022

SIGNATURE: K. Bodigelo

MS. K.O. BODIGELO-NYEZI
CHIEF DIRECTOR: CORPORATE SERVICES

DATE: 09. 06. 2022.

DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

2022 -06- 09

P/BAG X2034, MMABATHO 2735

NORTH WEST PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

2 -06- 09

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