



## **DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

### **ERRATUM: EXTENSION OF CLOSING DATE**

#### **DIRECTORATE - VETERINARY SERVICES**

##### **Animal Health Technician (2 posts)**

**Salary: R359 517.00 p.a annum (Level 08) Ref. (NWDARD 01/07/23**

**Centres: Naledi and Kagisano Molopo State Veterinary Offices**

**Requirements:** \*Grade 12 Certificate plus a Bachelor's degree/ National Diploma in Animal Health \*Registration with the South African Veterinary Council (SAVC) \*Computer literacy \*Good understanding of the Animal Disease Act 35 of 1984 \*Valid drivers' license.

**Duties:** \*Implement vaccination programs on Controlled Diseases according to the Animal Disease Act \*Conduct activities of Primary Animal Health Care \*Conduct National and Provincial Survey of prescribed diseases in the North West province \*Assist with implementation of community clinics \*Implement the Brucellosis and Tuberculosis Eradication Schemes in the North West Province \*Monitor and regulate movement of buffaloes within and in or out of the North West Province \* Implement the Animal Disease act on exportation of game.

**Enquiries: Dr L.S. Madyibi , tel : (018) 389 - 5102/ 5057**

##### **Administration Officer**

**Salary : R 294 321.00 p.a (Level 07) Ref. NWDARD 02/07/23**

**Centre: Dr Ruth Segomotsi Mompoti State Veterinary Office/ Vryburg**

**Requirements:**\*Grade 12 Certificate plus a National Diploma or Degree in Public Administration /Management with minimum of two (2) years relevant working experience \*Knowledge and understanding of the Public Service Prescripts \*Good written and verbal communication skills \*Good planning skills \*Strong Computer skills in MS Package \*Strong organisational, interpersonal communication and time management skills \*Knowledge of legislative framework governing the Public Services \*Flexibility to regularly work overtime and weekends within short notice \*Ability to manage in a fast paced high pressure environment \*Good customer service orientation \*Must be energetic and able to communicate well.

**Duties:** \*Provide a high level of administration support to the Directorate \*Deal with all finance, procurement, travel and human resources matters \*Render general administrative support such as filing; photocopying; faxing; receiving and dispatching of documents \*Liaise with relevant components in respect of all matters pertaining to the functioning of the office \*Draft correspondence, memoranda and reports for management \*Perform other functions as and when requested by the office \*Adhere to tight deadlines \*Prepare administrative reports for the Directorate

**Enquiries: Dr Madyibi, tel: (018) 389 - 5102**

**Senior Laboratory Assistant (2 posts)**  
**Salary : R202 233.00 p.a (SL 05) Ref. NWDARD 03/07/23**  
**Centre : Vryburg State Veterinary Laboratory**

**Requirements:** \*National Senior Certificate (Matric) and a Certificate in General Laboratory Practice

**Duties:** \*Assist professional and technical laboratory staff with collection \*Transportation, registration, processing, and analysis of diagnostic samples \*Preparation of materials and equipment required to process and analyze diagnostic samples in the laboratory \*Performance of selected laboratory procedures under the supervision of laboratory technical staff \*Performance of laboratory disinfection and decontamination procedures \*Capturing of laboratory data \*Packaging and dispatching of diagnostic samples \*Taking care of laboratory animals, including feeding as required \*Participation in the laboratory accreditation programme

**Enquiries:** Ms J Maruping, tel : (018) 294 - 3232

**DIRECTORATE - AGRICULTURAL ECONOMICS**

**Senior Agricultural Economist - Agroprocessing**  
**Salary : R527 298.00 p.a (Level 10) Ref. NWDARD 04/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:** \*Grade 12 plus a 4-year Bachelor of Science in Agricultural Economics plus five (5) years relevant experience in the field of agricultural economics of which a minimum of (1-2 years at supervisory level \*Knowledge of agriculture in the NW Province \*Knowledge of the NW Agro-Processing Strategy\* Knowledge and experience of agricultural economics issues\* Knowledge of correct analytical methodologies and guidelines\* Knowledge of relevant prescripts and regulations\* An analytical thinker with problem solving skills\* Proven leadership qualities with strong strategic and operational management thinking\* Computer literate\* Research skills\* Report writing and presentation skills\* Good communication skills and interpersonal relations\* Application of human resource and financial policies\* Valid driver's license.

**Duties:** \*Facilitate the implementation of Agro-Processing initiatives through enterprise development\* Facilitate the implementation and popularization of the AGRIBEE Sector Code\* Support enterprises development through food production prescripts implementation\*Create enabling environment to promotes growth of secondary processing and value-adding enterprises \* Develop and manage database of secondary and value adding enterprises \* Provide institutional support for secondary and value – adding enterprises \*Manage human, physical and financial resources of the resources of the unit

**Enquiries:** Ms Z Mdlulwa, tel. (018) 389 – 5872

**Agricultural Economist - Agro-Processing Support**  
**Salary: R 359 517.00 p.a (Level 08) Ref. 05/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:** \*Grade 12 plus a 4-year Bachelor of Science in Agricultural Economics \*A minimum of 1-2 years relevant working experience will be an added advantage \*Knowledge of agriculture in the North West Province \*Knowledge and experience of agricultural economic issues \*Knowledge of applicable prescripts acts and & regulations \*Good communication skills (verbal and written) \*Project planning and management skills \*Analytical thinking and report-writing skills \*Organizing skills and good interpersonal relations \*Computer literacy in MS Office software (Word, Excel, PowerPoint and the Internet) \*The ability to work under pressure and meet deadlines \* A valid driver's license.

**Duties:** Implement Agro-Processing initiatives through enterprise development\* Implement and popularize the AGRIBEE Sector Code in the province\*Implement food production prescripts in support of enterprise development\*Create enabling environment to promote growth of secondary processing and value-adding enterprises \*Manage database of secondary and value adding enterprises \* Provide institutional support for secondary and value - adding enterprises \*Perform administrative functions related to the post

**Enquiries:** Ms Z Mdlulwa, tel. (018) 389 – 5782

**Agricultural Economist - Production Economics Services**  
**Salary: R 359 517.00 p.a (Level 08) Ref. 06/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:** \*Grade 12 plus a 4-year Bachelor of Science in Agricultural Economics \*A minimum of 1-2 years relevant working experience will be an added advantage \*Knowledge of agriculture in the North West Province \*Knowledge and experience of agricultural economic issues \*Knowledge of correct analytical methodologies and guidelines \*Knowledge of applicable prescripts acts and & regulations \*An analytical thinker with problem solving skills \*Computer, research skills, report writing and presentation skills \*Good communication skills and interpersonal relations \*A valid driver's licence

**Duties:** \*Develop business plans for primary projects and programmes \*Appraise/quality assurance of business plans for primary projects and programmes \*Maintain business plans database \*Develop and update enterprise budgets \*Support agri-business with the provisioning of professional agricultural production economics advice\* Perform administrative functions related to the post

**Enquiries:** Ms L Mosegedi, tel. (018) 389 – 5484

**DIRECTORATE - DR KENNETH KAUNDA DISTRICT SERVICES**

**Senior Agricultural Advisor: Crop Science**

**Salary: R 424 104.00 p.a (Level 09) Ref. (NWDARD 07/07/23**

**Centre: JB Marks Local Agricultural Office (Potchefstroom)**

**Requirements:** \*Grade 12 plus an appropriate bachelor's degree /Advanced Diploma (NQF 7) in agriculture with crop science specialisation \*A minimum of 5 years' experience in the extension services field \* A valid Driver's Licence \*Proof of current registration with SACNASP \*Knowledge of extension methodology \*Knowledge of project planning and management \*Sound Computer Literacy \*Communication and presentation skills \*Good Interpersonal relationship skills

**Duties:**\*Identify, develop and implement sustainable agricultural production programmes \*Identify and stimulate interest to aspirant farmers in farming communities \*Render agricultural extension services to organised agriculture and other agricultural stakeholders \*Advise the district on extension strategies, methods and innovations \*Give guidance and support to Agricultural Advisors \*Perform administrative functions related to the post.

**Enquiries:** Dr NS Molepo, tel: (018) 299 - 6504/5

**Senior Agricultural Advisor: Animal Science**

**Salary: R 424 104.00 p.a (Level 09) Ref. NWDARD 08/07/23**

**Centre: Matlosana Local Agricultural Office (Klerksdorp)**

**Requirements:** \*Grade 12 plus a plus a bachelor's degree /Advanced Diploma (NQF7) in agriculture with animal production / animal science specialization \*A minimum of 5 years' experience in the extension services field \*A valid Driver's Licence \*Proof of current registration with SACNASP \* Knowledge of extension methodology \*Knowledge of project planning and management \*Sound Computer Literacy \*Communication and presentation skills \*Good Interpersonal relationship skills

**Duties:**\*Identify, develop and implement sustainable agricultural production programmes \*Identify and stimulate interest to aspirant farmers in farming communities \*Render agricultural extension services to organised agriculture and other agricultural stakeholders \*Advise the district on extension strategies, methods and innovations \*Give guidance and support to Agricultural Advisors \*Perform administrative functions related to the post.

**Enquiries:** Ms SR Modise, tel: (018) 462 - 2023

**Agricultural Advisor**

**Salary: R359 517.00 p.a. (Level 08) Ref. NWDARD 09/07/23**

**Centre: Matlosana Local Agricultural Office/ Klerksdorp**

**Requirements:** \*Grade 12 plus a 4 - years' bachelof's degree in agriculture /advance diploma (NQF 7) majoring in Animal Production / Animal Science \*Between 1-2 years appropriate experience \*Current registration with SACNASP \*Good verbal and written

communication skills \*Planning and organising skills \*Computer literacy \*Ability to work under pressure and meet deadlines

**Duties:** \*Render technical support & advisory services to stakeholders to ensure sustainable agricultural development \*Implement agricultural development programmes \*Assist with planning, advice and aftercare in terms government funded projects \*Participate in research activities under guidance of supervisor \*Perform administrative functions related to the post.

**Enquiries:** Ms SR Modise, tel: (018) 462 - 2023

## **DIRECTORATE - STRUCTURE AGRICULTURAL EDUCATION & TRAINING**

### **Agricultural Technician: Cultivated Pasture**

**Salary: R218 064.00 p.a. (Level 06) Ref. NWDARD 10/07/23**

**Centre: Potchefstroom Agricultural College**

**Requirements:** \*Grade 12 certificate plus a Bachelor's degree/ Advanced Diploma in Agriculture or equivalent qualification with Cultivated Pasture as specialty \*At least 2 years relevant working experience \*Good communication skills \*Planning and organising skills \*Computer literacy \*A qualification in training or teaching will be an added advantage \*Valid unendorsed driver's licence

**Duties:** \*Provide and facilitate practical training to clients in conjunction with lecturers \*Conduct student's practical and technical guidance to the industry to ensure effective farming production system \*Implementation of production and fodder flow plans for the cultivated pasture \* Comprehensive Public Service Financial Management compliant to PFMA and Treasury Regulations \* Human Resource Management compliant to PSA and Public Service Regulations \*Facilitate maintenance of equipment and infrastructure

**Enquiries:** Mr TP Aphane, tel: (018) 299 - 0700

### **Artisan Instructor - Building**

**Salary: R 294 321.00 p.a (Level 07) Ref. NWDARD 11/07/23**

**Centre: Potchefstroom Agricultural College**

**Requirements:** \*Grade 12 plus an appropriate National N diploma or N6 in Civil Engineering/Quantity Surveying specialized in construction. \* A valid and appropriate Trade Test Certificate in brick-laying and/or construction \*Extensive knowledge of agricultural farm buildings, structures, construction and farm fencing. \* Minimum of three (3) years' relevant experience as an artisan preferably in construction with strong practical skills. \*Experience as a facilitator or in teaching and learning will be an added advantage \*A Valid Drivers' Licence preferably code EB \*Computer Literacy \*Good communication skills \*Good Interpersonal Relations \*Ability to transfer skills and knowledge \*Presentation skills.

**Duties:** \*Provide quality education and training to learners on trade skills programmes. \*Facilitation of practical and theory lessons in both formal and non-formal programmes. \*Carry out repairs and maintenance of college farm buildings and fences \*Manage college building and carpentry workshop and supervision of subordinates. \*Control assets and consumables \*Manage staff members.

**Enquiries:** Mr P Maselwanyane tel: (018) 285 - 0700/ 0708

**DIRECTORATE - BOJANALA DISTRICT SERVICES**

**Senior Agricultural Advisor**

**Salary: R 424 104.00 p.a (Level 09) Ref. NWDARD 12/07/23**  
**Centre: Kgetleng and Moses Kotane Local Agricultural Offices**

**Requirements:**\*Senior certificate plus an appropriate NQF 7 Bachelor's degree /Advanced Diploma in agriculture with animal production / animal science specialization \*A minimum of five (5) years' experience in the extension services field \*A valid Driver's Licence \*Proof of current registration with SACNASP \*Knowledge of extension methodology \*Knowledge of project planning and management \*Sound Computer Literacy \*Communication and presentation skills \*Good Interpersonal relationship skills

**Duties:**\*Identify, develop and implement sustainable agricultural production programmes \*Identify and stimulate interest to aspirant farmers in farming communities \*Render agricultural extension services to organised agriculture and other agricultural stakeholders \*Advise the district on extension strategies, methods and innovations \*Give guidance and support to Agricultural Advisors \*Perform administrative functions related to the post.

**Enquiries:** Mr I Tsele, tel: (014) 592 - 2861/2

**Agricultural Advisor**

**Salary: R 359 517.00 p.a. (Level 08) Ref. NWDARD 13/07/23**  
**Centre: Moses Kotane and Madibeng Local Agricultural Offices**

**Requirements:** \*A matric certificate plus a 4 - years' bachelor's degree in agriculture (NQF 7) majoring in Animal Production / Animal Science \*Between 1-2 years appropriate experience \*Current registration with SACNASP \*Good verbal and written communication skills \*Planning and organising skills \*Computer literacy \*Ability to work under pressure and meet deadlines

**Duties:** \*Render technical support & advisory services to stakeholders to ensure sustainable agricultural development \*Implement agricultural development programmes \*Assist with planning, advice and aftercare in terms government funded projects \*Participate in research activities under guidance of supervisor \*Perform administrative functions related to the post.

**Enquiries:** Dr C Matshego, tel: (014) 592 - 2861/2

**Senior Personnel Practitioner - HRD**

**Salary: R 359 517.00 p.a. (Level 08) Ref. NWDARD 14/07/23**  
**Centre: Bojanala District Office/ Rustenburg**

**Requirements:** \*Grade 12 plus a Bachelor's Degree / National Diploma in Human Resource Management/Public Administration \*A minimum of five (5) years practical experience in Human Resource Development/ Training and Skills development of which two (2 )years' must be at supervisory level \*Working knowledge of Persal system with certificates A valid driver's licence \*Knowledge of Public Service human resource development prescripts \*Ability to interpret directives \*Computer literacy (MS Word, Excel and Power Point) \*\*Ability to work

with a team, independently \*Ability to work under pressure \*Presentation skills, training coordination skills

**Duties:** \*Facilitate the development and effect implementation of workplace Skills Plan and the Development Training Plan \*Coordinate departmental training programmes \*Coordinate Departmental Internship Programmes like Work Integrated Learning, Learnership and also the establishment of Mentorship Programme \*Conduct workshop of the departmental and orientation programmes \*Implementation and facilitate Compulsory Induction Programmes to the new entrants to the Public Service \*Compile monthly, quarterly and annual training reports \*Handle internal and external enquiries related to skills development \*Serve as scribe at the Skills Development Committee meetings \*Manage key performance areas of staff in the unit

**Enquiries:** Ms I Maponyane, tel: (014) 592 - 2861/2

## **DIRECTORATE – NGAKA MODIRI MOLEMA DISTRICT SERVICES**

### **Assistant Director - Financial Management**

**Salary: R 424 104.00 p.a (Level 09) Ref. NWDARD 15/07/23**

**Centre: Ngaka Modiri Molema District Office/Mahikeng**

**Requirements:** Grade 12 plus a Bachelor's degree/ National Diploma in Accounting \*A minimum of 6 year's working experience of which three (3) years must be in a Senior State Accountant position \*Working knowledge of WALKER, BAS with certificates, Persal literacy will be an added advantage \*Basic knowledge and understanding of PFMA:BBBEE \*Basic knowledge and understanding of the legislative framework governing the Public Services Financial environment \*Good communication and listening skills \*Financial management and project management skills \*Computer literacy (MS Word, MS Excel, MS Power-Point)\*A valid driver's license.

**Duties:**\*Manage the entire District financial activities by preparing district budget \*Manage the accounts payable, revenue, collection and petty cash-facilities \*Preparing and presenting monthly expenditure reports for management. \*Prepare accurate cash flow projections for the District \*Prepare all reconciliation and reports on infrastructure reporting mechanism, quarterly and annual reports \* Preparation of support schedules to the quarterly and annual financial statements \*Administration of administration of district payroll and debts management\* Provide assistance and support in all auditing activities \*Manage KRAs and workplans of staff in the unit.

**Enquiries:** Mr K Senna, tel: (018) 294 – 0229

### **Assistant Director - Human Resource Management & Development**

**Salary: R 424 104.00 p.a (Level 09) Ref. NWDARD 16/07/23**

**Centre: Ngaka Modiri Molema District Office/Mahikeng**

**Requirements:** \* Grade 12 plus a Bachelor's degree/ National Diploma in Human Resource Management /Public Administration \*A minimum of 6 year's working experience of which three (3) years must be in a Senior Personnel Practitioner position \*Working knowledge of Persal system with certificates \*Knowledge of Human Resource policies, prescripts, and procedures (Public Service Act, Public Service Regulations and PSCBC Resolutions) \*Insight

into Human Resource Management best practices \*Good communication skills (verbal and written) \*Presentation, report writing, planning and organizing skills \*Problem solving and good interpersonal skills \*Computer literacy (MS Word, MS Excel, MS Power-Point) \* Ability to operate independently and within team setting \*Ability to work under pressure and meet tight deadlines \* A valid driver's license

**Duties:** \* Manage the Human Resource administration function such as recruitment, selection, staff appointment, transfers, \*Manage the administration of service conditions and benefits and allowances such as long service awards, injury on duty, medical aid, housing and leave etc \*Manage termination of service and updating of staff personal information on the system \*Prepare submission for appointments \*Manage and co-ordinate training, performance management and development and transformation functions within the district \*Manage and co-ordinate labour relations and employee health and safety functions \*Manage PERSAL system within the district \*Manage key performance areas of staff in the unit.

**Enquiries:** Mr EK Senna, tel: (018) 384 - 0229

**Personnel Practitioner - Employee Health and Wellness**  
**Salary: R 294 321.00 p.a. (Level 07) Ref. NWDARD 17/07/23**  
**Centre: Ngaka Modiri Molema District Office/Mahikeng**

**Requirements:** Grade 12 plus a Bachelor's Degree/ National Diploma in Social Work/ Counselling Psychology \*Minimum of 1-2 relevant experience in the Employee Health and Wellness environment \*Registration with South African Council of Social Service Professions (SASSP) or Health Professions Council of South Africa as Counsellor \*Knowledge of EHW Strategic Framework/ Four pillars of EHW \*Knowledge and experience in HIV and AIDS, TB and Wellness management \*Knowledge of Safety, Health, Environment, Risk and Quality (SHERQ) management \*Problem solving and conflict management skills \*Sound Interpersonal Relationships and client orientation \*Counselling Skills \*Report writing and presentation skills \*Computer Literacy \*Ability to maintain confidentiality \*Knowledge of Public Service legislation and regulations \*A valid Drivers' Licence

**Duties:** \* Provide quality of work life through implementation of Employee Assistance and Wellness programmes \*Coordinate the provision of psychosocial, individual and organisational wellness \*Conduct counselling, crises intervention and trauma debriefing in the District \*Coordinate employee Health and Wellness promotion events \*Coordinate the Occupational Health and Safety Programme in the District \*Facilitate and manage Injury on Duty cases for the District \*Compile reports as may be required.

**Enquiries:** Ms S Moses, tel: (018) 384 – 0229

#### **DIRECTORATE – DR RUTH SEGOMOTSI MOMPATI DISTRICT SERVICES**

**Senior Personnel Practitioner - Human Resources Management**  
**Salary: R 359 517.00 p.a (Level 08) Ref. NWDARD 18/07/23**  
**Centre: Dr Ruth Segomotsi Mompoti District Office/Vryburg**

**Requirements:** \*Grade 12 plus a Bachelor's Degree / National Diploma in Human Resource Management/Public Administration \*A minimum of five (5) years practical experience in Human Resource Administration of which two (2) years' must be at supervisory level



\*Working knowledge of Persal system with certificates \*Knowledge of Public Service prescript  
\*Computer literacy (MS Word, Excel and Power Point) \*Knowledge of government pension law  
\*Ability to work under pressure \*A valid driver's Licence

**Duties:** \*Administer and coordinate personnel administration function such as recruitment, selection, staff appointment, transfers, salary transfers \*Administer service benefits and allowances such as long service awards, injury on duty, medical aid and housing \*Administer termination of service and leave and update staff personal information on the system  
\*Prepare submission for appointments \* Writing of reports \* Manage key performance areas of staff in the unit.

**Enquiries:** Ms K Okhaa, tel: (053) 928 - 0626

## **DIRECTORATE – RURAL DEVELOPMENT**

### **Assistant Director – Animal Production**

**Salary: R 424 104.00 p.a (Level 09) Ref, NWDARD 19/07/23**

**Centre: Kgora Farmer Training Centre Office - Ramatlabama/Mahikeng**

**Requirements:** \*Grade 12 plus an appropriate four 4 year degree (NQF Level 7) in Agriculture majoring in Animal Production/ Science \*Registration with Agri-Seta as an Assessor \*An Honours degree will be an added advantage \*A minimum 6 years technical/ field experience in livestock production practices and/ or training experience of which 2 years must be at supervisory experience \*Good communication (written or verbal), people management, innovative thinking, organizational and interpersonal skills \*Understanding of the sector skills development and capacity building environment \*Course development and offering/training skills \*Ability to develop policies and procedure manuals in line with the legislative frameworks governing Further Education and Training and the Public Service \*Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines; Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA). \*A valid driver's license.

**Duties:** \*Overall management of all livestock production enterprises at the Centre \*Develop and implement various farmer training programs/ courses \*Conduct regular farm visits to provide after care support to projects where training was provided \*Identify training needs for farmers \*Organize, host and present lectures on farmers days \*Collaborate with the relevant stakeholders. E.g. commodity association, training institutions or organizations  
\*Manage human, physical and financial resources of the Centre

**Enquiries:** Mr T Hlangu, tel: (018) 388 – 1244/1216

## **DIRECTORATE - INFORMATION COMMUNICATION AND TECHNOLOGY MANAGEMENT SERVICES**

### **Senior Information Officer**

**Salary: R 359 517.00 p.a (Level 08) Ref. NWDARD 20/07/23**

**Centre: Bojanala District Services**

**Requirements:** \*Grade 12 plus a Bachelor's degree/ National Diploma in Information Science/Library Science or equivalent qualification \*A minimum of 3 - 5 years' relevant experience as an Information officer \*Knowledge and understanding of legislations in the public service \*Excellent working knowledge of indexing and classification, database management and knowledge management \*Effective communication in both writing and verbal. Computer literacy, Analytical thinking, ability to work independently \*A valid driver's license

**Duties:**\*Management and maintenance of District Information Resources Centre\*Supervise the collection, collation, verification and analysis of information in the District \*Implement and champion Knowledge Management in the District \*Conduct knowledge café during in the departmental event at the District level \*Proper management of District Information Databases\*Classification, Interpretations, packaging and dissemination of relevant information \*Manage key performance areas of staff in the unit.

**Enquiries:** Ms M Malatji tel: (018) 389 - 5129

### **DIRECTORATE - SUPPLY CHAIN MANAGEMENT**

**Senior Administration Officer - Assets Management**  
**Salary :R 359 517.00 p.a (Level 08) Ref. NWDARD 21/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:** \*Grade 12 plus a Bachelor's degree/ National Diploma in Supply Chain Management / Logistics / Purchasing Management qualification. Knowledge of the BAUD system and usage of electronic scanners. WALKER and of BAS \* A minimum of five (5) years' experience in Supply Chain Management of which two (2) years must be in Asset management environment and supervisory level \*Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations as well as Supply Chain procedures and policies \*Ability to work independently, and produce good quality of work \* Good verbal and written communication skills \*Computer literacy with extensive knowledge of Microsoft-Excel and Microsoft Word \*Good interpersonal relations, planning, execution skills and good leadership skills.. Valid code 8 driver's license

**Duties:** \*Monitor the life cycle of movable assets \*Conduct the physical verification of assets, administer the performance of physical verification activities to provide status information around the existence and condition of all assets in the register \*Monitor that all improvements to state property are appropriately identified and are recorded in the IAR (Immovable Assets Register) \*Perform such other duties, appropriate to the role, as may be required by the Supervisor from time to time \*Compile and consolidate assets in accordance with GRAP and MC standard, manage stock audits and stock takes, assets identification, manage stock discrepancies and disposal process \*Implement policies and processes for efficient management of assets \*Ensure effective execution of all functions pertaining to assets \*Ensure optimal utilization of assets \*Compile monthly asset reconciliation reports. \* Manage key performance areas of staff in the unit.

**Enquiries:** Ms Motlhabane, tel : (018) 389 - 5455

**Senior Administration Officer - Acquisition**  
**Salary :R 359 517.00 p.a (Level 08) Ref. NWDARD 22/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:** \* Grade 12 plus a Bachelor's degree/National Diploma in Supply Chain Management/ Finance/ Logistics \*A minimum of five (5) years' experience in Supply Chain Management of which two (2) years must be in Acquisition Management environment and supervisory level \*Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management \*Good communication (verbal and written) and problem solving skills\* Good initiative and interpersonal skills \*Results oriented with sound planning and organising skills \*Working knowledge of WALKER system \*Computer literate with extensive knowledge of Microsoft-Excel and Microsoft Word \*Ability to work under pressure \*A valid code 8 driver's license

**Duties:** \*Assist in provision of effective and efficient bidding process \*Preparation of files relating to bidding process and related matters \*Liaise with internal and external clients of the Department \*Assist in preparation of Evaluation and Adjudication sessions \*Ensure compliance with policies and procedures that regulate and govern Supply Chain Management processes \*Provide an efficient Supply Chain Management Services \*Assists Management to implement and maintain Procurement systems \*Check procurement requests in accordance with and in adherence to procurement policies and procedures and Proper usage of supplier's database to achieve BBBEE targets \*Ensure proper update of Procurement Registers for Requisitions \*Prepare monthly Procurement Reports and Monitor against Procurement Plans \*Expedite issuing of purchase orders \*Monitor progress of the unit and report to Management on a weekly basis \*Compile submissions, motivations and reports \*Manage and attend all queries related to Procurement \*Provide advice and guidance as and when required \*Provide guidance and support to End Users \*Attend meetings and take minutes \* Manage key performance areas of staff in the unit.

**Enquiries:** Mr L Mothibi, tel : (018) 389 - 5053

**Senior Administration Officer - Risk and Performance Management**  
**Salary :R294 321.00 p.a (Level 07) Ref. NWDARD 23/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:** \* Grade 12 Certificate plus a Bachelor's degree /National Diploma in in Supply Chain Management/ Finance/ Logistics \*A minimum of five (5) years' experience in Supply Chain Management of which two (2) years must be in Risk and Performance Management environment and supervisory level \*Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management \*Working knowledge of WALKER system \*Candidate must have good communication skills both verbal and writing, problem solving, initiative and good interpersonal skills \*Highly motivated, results oriented and have the ability to plan \*Computer literate with extensive knowledge of Microsoft-Excel and Microsoft Word \*Ability to work under pressure\* A valid driver's license.



**Duties:** \*Responsible for the implementation of quarterly and annual Operational Plans, \*Ensure that Requests for Quotes (RFQ's) are checked as per SCM Standards \*Ensure that verification and approval of comparative schedule as per requisition Query Resolutions, Ensure that goods receipt register is verified \*Ensure compliance to procurement processes\* Supervision of the overall performance of suppliers \*Provide training and support to internal and external stakeholders\* Ensure adhere to all legislative framework governing SCM operations \*Contribute towards the achievement of unqualified audit reports \*Enhance operational effectiveness and improved turn-around times by providing effective and efficient guidance to all the offices \*Propose enhancement/review of SCM Policy and procedures and monitor the implementation of policies \*Manage key performance areas of staff in the unit

**Enquiries:** Ms V Manjane, tel : (018) 389 - 5545

**Administration Officer - Asset Management**  
**Salary :R294 321.00 p.a (Level 07) Ref. NWDARD 24/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:**\* Grade 12 Certificate plus a Bachelor's degree /National Diploma in in Supply Chain Management/ Finance/ Logistics with a minimum of two (2) years relevant working experience in Asset Management \*Knowledge of the BAUD system and usage of electronic scanners \*Computer literacy (Excel, Ms Word) \*Knowledge of Procurement procedures and SCM policies \*Good communication skills (written and verbal) \*Hands on experience in compiling spread sheets and preparation of budget and compiling reports \*Good planning and organisational skills \*Ability to work under extreme pressure, sense of responsibility and loyalty \*Ability to work individually and in a team \* A valid driver's license

**Duties:** \* Receipt of goods such as office furniture and equipment \* Bar-coding of all new assets \*Conducting annual assets verification and quarterly assets spot checks \* Coordinate and facilitate the disposal of redundant/obsolete furniture and IT equipment processes \*Controlling and monitoring of official notebooks \*Updating of the assets register on WALKER in line with movements \*Capturing new barcodes for assets \*Capturing of assets on Walker system \*Report on assets losses and damages \* Assist with downloading and printing of monthly asset reports.

**Enquiries:** Ms M Motlhabane, tel : (018) 389 - 5455

**Administration Officer - Work Environment**  
**Salary :R294 321.00 p.a (Level 07) Ref. NWDARD 25/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:** \* Grade 12 Certificate plus a Bachelor's degree /National Diploma in in Public Administration / Office Administration with a minimum of two (2) years relevant working experience in Auxiliary Services / Work Environment \*Knowledge of Auxiliary Services Policies, Procedures and Public Finance Management Act (PFMA) \*Knowledge of Supply Chain Management (SCM) prescripts \*Good written and verbal communication skills \*Computer literacy \*Problem solving, facilitation and writing skills \*Good interpersonal relations, planning and organising skills \*A valid driver's licence.

**Duties:** \* Administration of office space, lease contracts, stores, parking bays and ablution facilities \*Render administrative duties and handle procurement for the Sub Directorate \*Coordination of facilities maintenance and ensuring compliance with OHS standards \*Administration of telecommunication system \*Monitor the maintenance of garden services \*Manage key performance areas of staff in the unit.

**Enquiries:** Ms T Menong, tel : (018) 389 - 5588

### **DIRECTORATE - HUMAN RESOURCE MANAGEMENT**

#### **Personnel Practitioner - Establishment**

**Salary : R294 321.00 p.a (Level 07) Ref. NWDARD 26/07/23**

**Centre : Mahikeng - Head Office**

**Requirements:** \*Grade 12 Certificate plus a Bachelor's degree in Human Resource Management / Public Administration/ National Diploma in Human Resource Management \*A minimum of two (2) years relevant working experience in human resource information systems \*Working knowledge of Persal system with certificates (establishment administration) \*Knowledge of Public Service Regulations, Public Service Act and other related prescript \*Good verbal and written communication skills \* Computer literacy \*Presentation, facilitation and report writing skills \*Good planning, organizing and interpersonal skills

**Duties:** \*Provision of establishment statistics/reports \*Maintenance of the departmental establishment \*Capturing of Persal transactions and staff records on Persal \*Provision of staff and management support on establishment matters \*Implementation of Persal related remuneration activities (OSD, Grade progression, etc.)

**Enquiries:** Mr T Mokgathe, tel: (018) 389 - 5439

### **DIRECTORATE - HUMAN RESOURCE DEVELOPMENT**

#### **Assistant Director - Transformation**

**Salary : R424 104.00 p.a (Level 09) Ref. NWDARD 27/07/23**

**Centre : Mahikeng - Head Office**

**Requirements:** \* Grade 12 plus a Bachelor's degree/ National Diploma in Human Resource Management / Public Administration /Management \*A minimum of 6 year's working experience of which three (3) years must be in a Senior Personnel Practitioner position \*A valid driver's license \*Skills/knowledge required, presentation, report writing, analytical and innovative thinking, research, and leadership skills. \*Computer literacy, project management, financial management, negotiation, change management, diversity management and conflict management skills.

**Duties:** \*Manage and supervise the development of Transformation Strategies & Policies. \*Manage and supervise the facilitation of Change Management and Batho Pele activities. \*Develop, implement, and monitor departmental JASF Planning and Reporting \*Develop departmental, implement and monitor GESF planning and reporting \*Coordinate and facilitate the implementation pf service delivery improvement plans/programmes \*Coordinate and facilitate the development and implementation of Employment Equity plan and reporting

\*Manage and supervise implementation of diversity management programmes \*Manage key performance areas of staff in the unit

**Enquiries:** Ms N Malope, tel: (018) 389 - 5628

**Senior Personnel Practitioner - Transformation**  
**Salary : R359 517.00 p.a (Level 08) Ref. NWDARD 28/07/23**  
**Centre : Mahikeng - Head Office**

**Requirements:** \* Grade 12 plus a Bachelor's Degree / National Diploma in Human Resource Management/Public Administration/Management \*A minimum of five (5) years relevant working experience of which two (2 )years' must be at supervisory level \*A valid driver's license \*Skills required, presentation, report writing, analytical and innovative thinking, research skills and leadership skills \*Computer literacy, project management, financial management, negotiation, change management, diversity management and conflict management skills.

**Duties:** Implement Departmental Transformation policies \*Implement Batho Pele activities \*Facilitate and coordinate the implementation of JASF strategic planning and reporting \*Facilitate and coordinate the implementation of GESF strategic planning and reporting \*Implementation of Diversity Management Programme \*Manage key performance areas of staff in the unit

**Enquiries:** Ms N Malope, tel: (018) 389 – 5628

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 and ID document, and the names of three referees.

**The certified supporting documents will be required from the shortlisted candidates only.** 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; 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:**

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

**The Directorate - Structured Agricultural Education and Training - Potchefstroom Agricultural College:** The District Director, Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520, for attention of Ms C Hilderbrand


**The Directorate - Bojanala District Services:** The District Director, Bojanala District Services Private Bag X 82070 Rustenburg East, 0300 for attention of Ms I Maponyane

**The Directorate - Ngaka Modiri Molema District Services:** The District Director, Ngaka Modiri Molema District Services, Private Bag X106, Mmabatho, 2735, for attention of Mr S Molefe

**The Directorate - Ruth Segomotsi Mompati District Services:** The District Director, Dr Ruth Segomotsi Mompati District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Okhaa

**The applications for all other posts must be forwarded to, The Directorate Human Resource Management, Department of Agriculture and Agricultural Development, Private Bag X2039, Mmabatho 2735, for attention of Ms K Modiegi or delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho.**

**Closing Date: 28 July at 15h00**

PP 

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

17/07/2023

**DATE**

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
2023 -07- 17
P/BAG X2039, MMABATHO 2735
NORTH WEST PROVINCE REPUBLIC OF SOUTH AFRICA