



VACANCY CIRCULAR 04/09/2023

MEC SUPPORT

Deputy Director - Administrative Support and Coordination (MEC Office)

Salary: R811 560.00 p.a. (All-inclusive Remuneration Package) (SL 11)

Ref: NWDARD 01/10/23

Centre: Mahikeng - Head Office

Requirements: *Grade 12 plus an appropriate degree or equivalent qualification at NQF level 7 in Public Administration/ Business Management or / Financial Management *A minimum of 3 - 5 years administrative experience inclusive of procurement and financial management experience *A Broad knowledge and understanding of the functional areas covered by the executive authority 's portfolio *Knowledge of Public Service Regulations and other related prescripts *Computer literacy *A valid driver's license *Good verbal and written communication skills *Good planning and organising skills *Ability to work under pressure *Willingness to work extra hours

Duties: *Manage the administrative and coordination activities in the office of the Executive Authority Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the Executive Authority *Compile correspondence, submission as required *Manage the procurement and maintenance of equipment and administrative budget in the office *Manage the receptionist and registry support services in the office *Manage messenger and driver services *Provide logistical support for meetings *Management of administrative staff in the office

Enquiries: Mr K Nonyana, tel: (018) 389 – 5607

DIRECTORATE: VETERINARY SERVICES

Cleaners (3 posts).

Salary: R125 373.00 p.a. (Level 2) Ref: NWDARD 02/10/23

Centres: Rustenburg, Kgetleng and Moses Kotane State Veterinary Offices



Requirements:* Formal/ ABET training*Experience in cleaning will be an added advantage*Knowledge of operating machinery*Ability to read and write

Duties: * Conduct cleaning services of simple and routine nature by utilizing a variety of handheld aiding devises (brooms, mops, dusters, polishers, vacuum cleaners, buckets etc.)* Remove refuse from offices *Polish office furniture, vacuum carpets, Provide water during meetings.

Enquiries: Dr. C.N. Makgatho, tel: (014) 592 – 8281/2

Cleaner

Salary: R125 373.00 p.a. (Level 2) Ref: NWDARD 03/10/23

Centres: Mamusa State Veterinary Office

Requirements:* Formal/ ABET training*Experience in cleaning will be an added advantage*Knowledge of operating machinery*Ability to read and write

Duties: * Conduct cleaning services of simple and routine nature by utilizing a variety of handheld aiding devises (brooms, mops, dusters, polishers, vacuum cleaners, buckets etc.)* Remove refuse from offices* Polish office furniture, vacuum carpets, Provide water during meetings.

Enquiries: Dr. Man'ombe, tel: (053) 994 9800

General Worker (2 posts)

Salary: R125 373.00 p.a. (Level 2) Ref: NWDARD 04/10/23

Center: Rustenburg and Kgetleng State Veterinary Offices

Requirements: Formal/ ABET training *Experience in outside environment maintenance (landscaping) will be an added advantage *Knowledge of operating machinery (Manual and engine driven)*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 and outside.*Perform cutting of grass and maintenance of yard. *Handling and loading of Veterinary equipment and post mortem animals. *Assist with carrying and dispensing of large medicine containers *Assist with any other reasonable work assigned to him/her

Enquiries: Dr. C.N. Makgatho, tel: (014) 592 – 98281/2

General Worker

Salary: R125 373.00 p.a. (Level 2) Ref: NWDARD 05/10/23

Center: Ramotshere Moiloa Veterinary District

Requirements: Formal/ ABET training *Experience in outside environment maintenance (landscaping) will be an added advantage*Knowledge of operating machinery (Manual and engine driven)*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 and outside.*Perform cutting of grass and maintenance of yard. *Handling and loading of Veterinary equipment and post mortem animals. *Assist with carrying and dispensing of large medicine containers *Assist with any other reasonable work assigned to him/her

Enquiries: Dr. S. Mosenogi, tel: (018) 389 5579

General Worker

Salary: R125 373.00 p.a. (Level 2) Ref: NWDARD 06/10/23

Centre: Lekwa Taemane State Veterinary Office

Requirements: Requirements: Formal/ ABET training *Experience in outside environment maintenance (Landscaping) will be an added advantage *Knowledge of operating machinery (Manual and engine driven) *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 and outside. *Perform cutting of grass and maintenance of yard. *Handling and loading of Veterinary equipment and post mortem animals. *Assist with carrying and dispensing of large medicine containers *Assist with any other reasonable work assigned to him/her

Enquiries: Dr. Man'ombe, tel: (053) 994 9800

DIRECTORATE - STRUCTURED AGRICULTURAL EDUCATION AND TRAINING – TAUNG

Artisan Instructor (2 posts)

Salary: R 257 508.00 p.a. (Level 07) Ref. NWDARD 07/10/23

Centre: Taung Agricultural College

Requirements: *Grade 12 and an appropriate Trade Test Certificate *Minimum of 2 years' relevant experience, including trade test facilitation * A Valid Drivers' Licence *Computer Literacy *Good communication Skills *Good Interpersonal Relations *Ability to transfer skills and knowledge

Duties: *Provide quality education and training to learners on trade skills programmes* Conduct evaluation of learners in both formal and non-formal programmes *Perform administrative duties *Control assets and consumables *Manage staff members Carry out maintenance and construction functions in specified fields

Enquiries: Mr T J Malala, tel: (053) 994 - 9800

Administration Officer: Marketing and Student Affairs

Salary: R294 321.00 p.a. (SL 7), Ref: NWDARD 08/10/23

Centre: Taung Agricultural College

Requirements: * Grade 12 plus an appropriate Bachelor's degree or National Diploma in Business/ Public Administration *A minimum of at least three (3) years relevant applicable proven experience within Student Management in Higher Education Environment of which two (2) years should be supervisory level *Fluency in Setswana and English *Good organising and communication skills *Good verbal and written skills * A valid unendorsed valid driver's license *Computer literacy (MS office package).



Duties: *Management of campus student *Enforcement of college rules and regulations *Supervision of student residence manager/ hostel warden *Planning and management of student extra mural and sports activities *Management of the college marketing and student recruitment drive.

Enquiries: Mr T J Malala, tel: (053) 994 - 9800

Driver/Operator

Salary: R147 036.00 p.a. (SL 3) Ref. NWDARD 09/10/23

Centre: Taung Agricultural College

Requirements:* Grade 10 or equivalent *A minimum of three years' experience in operating farm machinery with implements *Valid EC driver's licence (old code 14), PDP will serve as advantage * Ability to work under pressure and long hours * Be able to communicate in languages spoken in North West Province, i.e. Setswana, English or Afrikaans

Duties: *Driving of heavy duty vehicles transporting livestock, bales and other goods * Operating heavy duty machinery like grader, tractor to plough, plant, spray, weed control, harvesting (cutting and bailing) and transporting of farm produce to storage facilities *The incumbent will be required to work overtime if necessary

Enquiries: Mr. T. Moliko, tel: (053) 994 9800

Food Services Aid/ Worker Supervisor

Salary: R171 537.00 p.a. (SL 4) Ref: NWDARD 10/10/23

Centre: Taung Agricultural College

Requirements: *Senior Certificate/ National Certificate (Vocational) with at least 2 years kitchen and related experience with supervisory exposure *Good communication and interpersonal relations*A valid driver's license*Must be willing to work shifts, public holidays and weekends.

Duties: *Supervise staff, monitor complaints and feedback mechanism* Ensure that palatable and nutritious food is supplied and or prepared* Compile PMDS reports for Food Service Aid (Quarterly and annually)* Compile checklist for handling and storage of food* Draft specifications and initiate procurement of food, ingredients and cooking equipment* Ensure maintenance of cooking equipment*Keep necessary records and registers for food purchased and used. Compile broadsheets for normal and special diets* Monitor adherence to IPC and OHS in the kitchen unit* Be involved in food preparation and serving thereof.

Enquiries: Mr. T. Moliko, tel: (053) 994 9800

General Worker

Salary: R125 373.00 p.a. (SL2) Ref: NWDARD 11/10/23

Centres: Taung Agricultural College

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. T. Moliko, tel: (053) 994 9800

Farm Aid (3 posts)

Salary: R125 373.00 p.a. (SL2) Ref: NWDARD 12/10/23

Centre: Taung Agricultural College

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. Moliko, tel: (053) 994 9800

Household Aid Worker Supervisor

Salary: R171 537.00 p.a. (SL4) Ref: NWDARD 13/10/23

Centre: Taung Agricultural College

Requirements: *NQF level 3 (Grade 10/ABET level 4)* Must be computer literate * Be able to work under pressure* Able to work shifts including public holidays* Good communication, numerical, organizing and supervisory skills Experience *Three (3) years relevant experience will be an added advantage.

Duties: *Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services. *Ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning *Ensure that all equipment for cleaning is in good working conditions and is effectively utilized* Keep records of stock levels and equipment utilized for area of work.* Ensure replacement or repair of faulty/outdated equipment.* Responsible for ordering, receiving, storage, stock control and stock taking.* Perform administration functions associated to housekeeping & cleaning services.*Identify hazards in the buildings/offices/residential areas such as those related to fire and electricity. *Monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is uphold. *Ensure that buildings/offices/residential areas comply with Infection Control and Hygiene regulations. (b) Supervise human and physical resources *Allocate functions to staff * Supervise provision of housekeeping, cleaning, safeguarding & maintenance services. * Develop allocation schedules or duty

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rooster *Supervise and report on staff performance through the compilation of staff job description and performance work plans *Conduct performance reviews of staff* Inspire and motivate staff performance * Facilitate the undertaking of disciplinary measures in cases of deviations

Enquiries: Mr. T. Moliko, tel: (053) 994 9800

DIRECTORATE: BOJANALA DISTRICT SERVICES

Agricultural Advisor: Rural Development

Salary: R359 517.00 p.a. (SL 8), Ref: NWDARD 14/10/23

Centre: Bojanala District Office

Requirements: *A Grade 12 plus an appropriate Bachelor's Degree in Agriculture /Rural Development/ Development studies *Between 1 - 2 years' experience in the appropriate field *Current registration with relevant bodies *Good interpersonal relations and problem solving skills *Good communication skills (verbal and written) *Computer literacy *A valid unendorsed valid driver's license

Duties: *Plan, design and manage rural development interventions *Coordinate the establishment of social structures and provision of public amenities *Facilitate rural development activities (Profiling, Awareness campaigns etc) *Coordinate the implementation of integrated development activities.

Enquiries: Mr L Motlhabane, tel: (018) 389 - 5358

DIRECTORATE: NGAKA MODIRI MOLEMA DISTRICT SERVICES

Agricultural Advisor (6 posts)

Salary: R359 517.00 p.a. (SL 8), Ref: NWDARD 15/10/23

Centres: Mafikeng (2) Ratlou (1), Ditsobotla (1) and Tswaing (2) Local Agricultural Offices

Requirements: *A relevant and recognized qualification in Agriculture at NQF 8 with qualification in Crop or livestock production *Knowledge of extension methodology*Current registration with SACNASP *Good verbal and written communication skills *Planning and organizing skills *Computer literacy *Ability to work under pressure and meet deadline. A valid driver's license.

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

Receptionist (4 posts)

Salary: R171 537.00 p.a. (Level 4) Ref: NWDARD 16/10/23

Centres: Kagisano Molopo, Lekwa Taemane Mamusa and Taung Local Agricultural Offices

Requirements : * Grade 12 certificate or equivalent * A minimum 1-2 years' relevant experience will be an added advantage*Computer literacy * Good planning and organising skills *Good people skills * Good communication skills (verbal and written) * Client orientation and Customer focus * Good telephone etiquette

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Duties: *Receive telephonic calls, messages and channel to relevant role players * Welcome, receive and direct clients to relevant units *Provide relevant information as required *Operate office equipment such as fax machines and photocopiers *Liaise with internal and external personnel *Maintain telephone directory *Maintain and control visitor register at reception

Enquiries: Ms. K. Okhaa, tel: (053) 928 – 0626

DIRECTORATE: SUSTAINABLE RESOURCE USE MANAGEMENT

Agricultural Advisor

Salary: R359 517.00 p.a. (SL 8), Ref: NWDARD 17/10/23

Centres: Mafikeng

Requirements: *A relevant and recognized qualification in Agriculture at NQF 8 with qualification in Crop or livestock production *Knowledge of extension methodology*Current registration with SACNASP *Good verbal and written communication skills *Planning and organizing skills *Computer literacy *Ability to work under pressure and meet deadline. A valid driver's license.

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

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Assistant Director: Labour Relations

Salary: R424 104.00 p.a. (SL9) Ref: NWDARD 18/10/23

Centre: Mafikeng – Head Office

Requirements: *Grade 12 plus an appropriate B Degree / National Diploma in Human Resource Management / Labour Relations *A Minimum of five (5) years' relevant experience of which at least three years' must be at supervisory level *Knowledge of Labour Relations legislative framework, including Labour Relations Act, Public Service Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Collective agreements in Public Service, Public Service Regulations *Knowledge in conducting investigations, disciplinary hearings and dealing with disputes (Conciliations and Arbitrations) *Computer literacy *Good communications and analytical skills. Driver's license.

Duties: *Promote sound labour relations by providing advice to management and employees on labour relations matters *Facilitate resolution of grievances *Investigate misconduct cases and initiate disciplinary processes *Represent the department at the provincial labour relations fora and chambers *Co-ordinate and facilitate labour relations capacity building programmes *Compile monthly and quarterly reports.

Enquiries: Mr E Moeng, tel: (018) 389 - 5069

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 names of three referees. **Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews.** 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). Failure to submit the requested documents will result in the Application not being considered. 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, i.e. all the documentation 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 may 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:

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

Sub Directorate: Research and Technology Development - 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 - Bojanala District Services : The District Director, Bojanala District Services, P.O. Box X82070, Rustenburg, 3000, for attention of Ms I Maponyane

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The Directorate - 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. Okhaa, Tel: 053

The Directorate - Structured Agricultural Education and Training -Taung: The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms. T. Moliko

The Directorate - Ngaka Modiri Molema District Services : The District Director, Ngaka Modiri Molema District Services, Private Bag X 106, Mmabatho, 2735, for attention of Ms. K. Modise

All other posts for Mahikeng - Head Office, The Director Human Resource Management, Department of Rural, Environment and Agricultural Development, Directorate: Human Resource Management, Private Bag X2039, Mmabatho 2735, for the attention Ms. K. Modiegi or delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho.

Closing date: 20 October 2023



MS KO BODIGELO – NYEZI
CHIEF DIRECTOR: CORPORATE SERVICES



DATE