

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given a preference.

- APPLICANTS** : Submit applications using one of the following options (1) Post to: the Recruitment Centre, Community Safety P/Bag X0057, Bisho, 5605 or (2) Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605 or (3) eRecruitment system which is available on www.ecprov.gov.za (under careers), or <https://erecruitment.ecotp.gov.za/> (to view vacancies without logging-in; click: Jobs). The system is available 24/7 and closes at 23:59 on the closing date. To report any e-Recruitment related enquiry, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@safetvec.gov.za. This support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit via this email address or in any way unspecified here, your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.
- FOR ATTENTION** : Ms B. Mndindwa or Ms L. Mazwi
- CLOSING DATE** : 15 November 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry Requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 40/22** : **CHIEF DIRECTOR: CIVILIAN OVERSIGHT REF NO: DOCS: 01/10/2024**
- SALARY** : R1 436 002 -R1 716 933 per annum (Level 14)
- CENTRE** : Bisho
- REQUIREMENTS** : Bachelor's Degree in Social Sciences or Developmental Studies, Public Administration or Law (NQF 7) and (NQF 8) will be advantageous. 5 years' Senior Managerial level experience. Extensive knowledge and experience stakeholder relations, understanding of government policies, understanding of research and development methodologies, understanding of monitoring and evaluation methods. Good understanding of the government systems and structure. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability, leadership and management skills. Ability to manage transformation,

change and diversity. Understanding of applied strategic planning and facilitation, financial management. Problem solving and analytical skills. Knowledge of policy and programme formulation, good communication, presentation, strong interpersonal, project management skills. Valid driver's license. Nyukela certificate.

- DUTIES** : Provide strategic leadership to the department and strategic advice to the Police Service in respect of oversight monitoring and evaluation that are constitutionally and policy compliant. Lead and guide the Police Service on Oversight monitoring and Evaluation matters. Perform such functions may consider necessary to ensure civilian oversight of the South Africa Police Service. Ensure the implementation of government wide crime and violence prevention programmes and strategies. Initiate, coordinate, integrate and sustain partnerships to support crime prevention through different partnership models. Establish stakeholder relationships and develop a stakeholder engagement plan. Manage the facilitation of Community Outreach program engagements. Manage the facilitating of implementing Community Outreach programs developed policies and strategies. Manage the oversight monitoring and evaluation of police performance, compliance and conduct. Ensure development and management of strategies to monitor and evaluate performance, compliance and conduct of Police services. Provide direction and guidance on the monitoring and evaluation of legislation and policies to improve service delivery in SAPS. Provide strategy on the analysis of the performance, conduct and compliance of police in relation to the SAPS strategic plan, budget utilization and the Ministers priorities. Provide guidance on monitoring SAPS compliance, conduct and performance with legislation, policing policies and Ministerial directives. Manage the evaluation of the effectiveness and efficiency of the South African Police Service. Ensure development of strategies, processes and procedures for evaluating SAPS programs. Manage the development, monitoring and evaluation of implementing the strategic plan. Manage the coordination and monitoring of the special projects. Develop and manage relationship with internal and external relevant stakeholders. Manage monitoring and evaluation of police transformation and infrastructure. Ensure development and coordination of monitoring, evaluation and reporting systems. Ensure Police Service effectiveness and efficiency through transformation and infrastructure. Management of physical, human and financial resources.
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 40/23 : **DIRECTOR: STRATEGIC MANAGEMENT & MONITORING REF NO: DOCS: 02/10/2024**

- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : Bachelor's degree in business science or management science or strategic studies (NQF 7 as recognized by South African Qualifications Authority). 5 years middle managerial level experience. Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity and Communication. Knowledge of Government legislation, Extensive knowledge and experience in strategy formulation, strategic planning or management service capacity environment, sound understanding of government planning framework and understanding of Treasury and PFMA Regulations. Strategic and analytical skills, report writing and presentation skills, Project Management skills, ability to interpret and apply policy and ability to work with diverse people. Driver's license. Nyukela certificate.

- DUTIES** : Provide Strategic and technical support to the departmental strategic planning process by developing detailed Annual Plans to execute strategic initiatives, advise departmental strategic role players knowledgeable regarding planning and reporting processes aligned to the MTEF cycle, define performance measures to evaluate the success of strategies. Provide technical support to provincial Secretariats with regard to strategic alignment, coordination and review of strategic priorities, Monitor implementation of directorate Budget, Programme structures and Provide support to provincial strategic planning work session. Develop performance indicators and assist with technical indicators descriptions/Budget and Programme Structure. Manage the facilitation of Departmental planning process. Manage the process of compiling the Annual Report. Manage and facilitate Departmental Service Delivery Improvement Plan. Develop and facilitate the Departmental Monitoring and Evaluation systems and performance auditing. Management of resources (provision of physical, human resources and financial resources).
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

OTHER POSTS

- POST 40/24** : **DEPUTY DIRECTOR: ADMIN SUPPORT AND CO-ORDINATION: MEC'S OFFICE REF NO: DOCS 03/10/2024**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7). 3 years' experience at entry level management (ASD/ Middle

management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the MEC's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel. A valid driver's license.

DUTIES : Coordinate the planning process for the MEC Office. Analyse reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Develop and implement records management policies, file plans, strategies, and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the MEC in line with relevant legislation and policies. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the head office. Obtain inputs, collates and compiles reports, e.g.: progress and management reports. Scrutinizes routine submissions/ reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting: Consolidate the budget of the Head of office for submission to the Budget Office. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

POST 40/25 : **DATA CAPTURER: EPWP REF NO: DOCS 04/10/2024**

SALARY : R183 279 -R215 892 per annum (Level 04)

CENTRE : Bhisho

REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.

DUTIES : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
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INTERNSHIP PROGRAMME 2024/25-2025/26 (24 MONTHS)

The Department of Community Safety is offering an internship programme for over 2024/25-2025/26 financial year. The programme will be for non-renewable period of 24 months. Applications are invited from Unemployed graduates, whom are between the age of 18-35, in possession of the Degree or National Diploma as per requirements. Applicants who underwent or currently on an internship programme will not be considered.

OTHER POSTS

POST 40/26 : **GRADUATE INTERN: HR RECRUITMENT AND SELECTION REF NO: DOCS 05/10/2024**

STIPEND : R7 450.75 per month

CENTRE : Bhisho

REQUIREMENTS : National Diploma/Degree in Labour Relations/ Employees Relations/Labour Law. Must be between ages 18–35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 40/27 : **GRADUATE INTERN: HUMAN RESOURCE DEVELOPMENT REF NO: DOCS/06/10/2024**

STIPEND : R7 450.75 per month

CENTRE : Bhisho

REQUIREMENTS : National Diploma/Degree in Human Resource Development / Human Resource Management/Industrial Psychology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/28</u>	:	<u>GRADUATE INTERN: LABOUR RELATIONS REF NO: DOCS/07/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Labour Relations/ Employees Relations/Labour Law. Must be between ages 18–35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/29</u>	:	<u>GRADUATE INTERN: HUMAN RESOURCE CONDITIONS REF NO: DOCS/08/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resource Development / Human Resource Management/Industrial Psychology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/30</u>	:	<u>GRADUATE INTERN: POLICY DEVELOPMENT & RESEARCH REF NO: DOCS/09/10/2024 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Bachelor's degree in social sciences, Humanities with a module on research methodology and policy development. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/31</u>	:	<u>GRADUATE INTERN: FINANCIAL MANAGEMENT REF NO: DOCS/10/10/2024 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Financial Accounting/ Accounting/ Financial Management/ Cost and Management Accounting and Auditing. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/32</u>	:	<u>GRADUATE INTERN: TRANSPORT MANAGEMENT REF NO: DOCS/11/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Transport Management/ Transport Economics/ Transport Logistics Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at Tel No: (079 284 6709) For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/33</u>	:	<u>GRADUATE INTERN: MARKETING & COMMUNICATION REF NO: DOCS/12/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Marketing/Journalism/Graphic Design/Media and Communications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at Tel No: (079 284 6709) For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/34</u>	:	<u>GRADUATE INTERN: ICT REF NO: DOCS/13/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho

- REQUIREMENTS** : National Diploma/Degree in Information Technology/ Computer Science. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

PROVINCIAL TREASURY

- APPLICATIONS** : Applicants must strictly apply using only the provincial eRecruitment system eRecruitment system which is available on www.ecprov.gov.za (under careers), or <https://erecruitment.ecotp.gov.za/> (to view vacancies without logging-in; click: Jobs). The system is available 24/7 and closes at 23:59 on the closing date. To report any e-Recruitment related enquiry, send an email with your ID Number, your profile email address, details of the issue to: erecruitmentenquiries@ectreasury.gov.za. This support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit via this email address or in any way unspecified here, your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

FOR ATTENTION : Ms T. Nkonyile

CLOSING DATE : 15 November 2024

- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply, for SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry Requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a Requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 40/35** : **DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT 01/10/2024**
Purpose: To monitor the implementation of the budgeting frameworks, compliance with financial assets and liabilities management, and coordinate and report on MFMA implementation

SALARY : R1 216 824 - R1 443 355 per annum (Level 13), (all-inclusive)

CENTRE : Alfred Nzo District

- REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Local Government Finance with Accounting as a major, coupled with 7 years' experience in Financial Management environment at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Previous experience in monitoring or working in municipal environment and drivers' licence is essential. Skills And Competencies: Understanding local government

DUTIES

budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Computer skills.

: Provide Guidance on Budget Planning, Monitor, Evaluate and Report on Budget Implementation; Train municipal staff on the implementation of the Municipal Budget and Reporting Regulations. Review assessments of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Compile a district consolidated tabled budget assessment report. Facilitate the incorporation of recommendations on assessed tabled budgets into the budgets prior to adoption. Act on findings of non-compliance by municipalities in terms of the tabled and adopted budgets. Undertake all required PT reporting to NT on tabled and adopted budgets by municipalities. Undertake municipal benchmarking exercise on all tabled and adopted budgets. Review the completeness and accuracy of financial information provided in section 71 reports and provide feedback to municipalities. Compile monthly and quarterly consolidated district reports on section 71 of MFMA (In-Year Monitoring), provide feedback to municipalities, and address corrective measures. Each quarter develop consolidated action plan on municipal financial problems requiring attention & support municipalities to resolve issues. Compile analysis reports on mid-year budget and performance assessment (section 72) for each municipality, conduct mid-term engagements and address corrective measures. Assist municipalities in the review and monitoring of the implementation of Municipal Financial Turnaround Strategies and Financial Recovery Plans. Co-ordinate the assessments and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Coordinate district inputs on proposed and existing Circulars, Regulations and Legislation on budgeting and fiscal management and give feedback to the Provincial Treasury. Monitor MFMA Governance and Compliance to Improve Municipal Financial Management Systems and Processes; Coordinate the compilation of MFMA implementation reports and submit to the Provincial Treasury. Facilitate the understanding of accounting standards to ensure the implementation of the Financial Reporting Framework (GRAP Standards) on the preparation of the financial statements. Monitor and provide guidance on Supply Chain Management and Asset Management and provide support on the implementation of the MSCOA and Local Government Framework for Infrastructure Delivery and Procurement Management (LGFIDPM) Reforms. Monitor, evaluate and report on Risk Management and Internal Audit compliance and corrective measures provided on a quarterly basis. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Consolidate assessment reports on governance and compliance structures to facilitate the implementation of recommendations. Co-ordinate regular reviews of Municipal Budget and Treasury Office Structures, monitor and report on vacancies in financial management activities. Coordinate institutional development and capacity building programs in municipalities in conjunction with COGTA EC based on identified gaps in financial management performance. Provide guidance to municipalities on designing and drafting of financial policies. Provide guidance on the monitoring of the implementation of approved financial recovery plans for municipalities where necessary. Monitor and provide guidance to municipalities on system of delegations as it relates to the MFMA. Monitor Compliance with Financial Assets and Liabilities and Revenue Management; Monitor, evaluate and report on financial asset management. Monitor, evaluate and report on liability management. Monitor, evaluate and report on revenue management. Coordinate implementation of recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Participate in IGR Fora (e.g. CFO Forum, DIMAFO. Ensure The Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at (083) 735 1092

NOTE

: For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
EE Target: African Female

OTHER POSTS

<u>POST 40/36</u>	:	<u>EXECUTIVE SUPPORT: SUSTAINABLE FISCAL RESOURCE MANAGEMENT REF NO: PT 02/10/2024</u>
		Purpose: To provide executive support in the office of the DDG Sustainable Fiscal Resource Management to ensure the effective management and smooth operation of the Branch.
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7 as recognises by SAQA) or National Diploma (NQF level 6 as recognises by SAQA) in Public Admin / Public Management / BCom / ICT / FIS plus 5 years' experience in administration or finance environment, of which a minimum of three (3) years must be at an Assistant Director level. Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service. Monitoring and evaluation. Budget submission.HR Management. Project appraisals. Corporate Communication. Project Management. Communication (verbal and written). Computer Literate (Strong in Excel, word, power point applications as well as E-filing) Change Management. Financial Management. Problem Solving. Decision Making. People Management.
<u>DUTIES</u>	:	Provide Direction and Guidance on the effective management of the office of the DDG; Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Play an oversight role in the implementation of governance systems and take corrective action where necessary. Develop and have in place internal control systems, policies and procedures where required and ensure that these are communicated to all and adhered to once these have been approved by the DDG. Prepare and distribute Annual Planner for the programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Sensitise and advise DDG and CDs of upcoming events and the preparations required for these. Recommend and set up of systems that will help support service delivery in the Unit to meet set programme objectives. Support The Programme by Providing Strategic and Technical Leadership in order to ensure the full execution of departmental plans and programmes; Facilitate preparations for the development of the Annual Performance Plan and ensure that the APP is implemented once developed. Coordinate the development and implementation of communication and stakeholder protocols and ensure implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the preparation and implementation of the Annual Operational Plan and participate in its development. Ensure that all submissions are on time and meet the standards in terms of the quality and any guidelines that may have been given by the DDG. Coordinate Chief Director Meetings and ensure optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate, are distributed within 5 working days and that follow up on resolutions taken happens timeously. Provide Support Towards Ensuring Appropriate and Sound Finance, Human Resource Management; Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure that there is effective expenditure control, which is in line with the approved budget. Ensure effective controls in the management, safekeeping and maintenance of assets in the Programme. Ensure that full and proper records of the financial affairs of the Programme are maintained. Analyse monthly, quarterly and any other ad hoc reports to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols. Review IYM report to Financial Management and Quarterly report to OSM and ensure information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report and follow up on deviations.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi at (060) 573 5574 / Ms. N Cloete at (083) 735 1092 For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
<u>NOTE</u>	:	EE Target: African Female / White Female
<u>POST 40/37</u>	:	<u>ASSISTANT DIRECTOR: USER SUPPORT ICT REF NO: PT 03/10/2024</u>
		Purpose: To assist the provisioning of ICT infrastructure an operational network support and information communication technology.
<u>SALARY</u>	:	R444 036 - R532 602 (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information System/ Information Technology with 3 years' experience in ICT Service Desk or ICT Incident Management or IT User Support at an officer level (Level 7 or higher). A+ and ITIL Certification will be an added advantage. Skills And Competencies: IT Systems and Support, Budget Process, Policy Development & Management

<u>DUTIES</u>	: Public Finance, ICT Procurement. Project Management. people Management. Planning and Execution Interpersonal Relations. : Manage ICT Helpdesk; Provide IT service desk as a single point of contact-1st & 2nd Level (break-fix) and support for distribution, installation, operations, and troubleshooting in a distributed computing environment such as IT services and ensure IT support cases are resolved on time and completed or escalate to 3rd Level where required. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Maintain Desktop Infrastructure and The Department. Manage ICT Helpdesk; Provide IT service desk as a single point of contact-1st & 2nd Level (break-fix) and support for distribution, installation, operations, and troubleshooting in a distributed computing environment such as IT services and ensure IT support cases are resolved on time and completed or escalate to 3rd Level where required. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Provide LAN, WAN and desktop support; Provide network connectivity at all times. Provide required technical assistance to users telephonically or remotely. Maintain, upgrade and solve network problems. Customer Relation Management; Implement and monitor end user experience on IT services and support rendered. Gather monthly end user feedback through helpdesk reports, survey and interviews and conducts half-yearly survey. Follow-up on support issues with dissatisfied customers to ensure that problems are resolved. Ensure Access to The Data Metrics and GIS Information; Data metrics and GIS information is made readily available. Manage Area of Responsibility, Sound Administration of unit. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDPs) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	: Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi 060 573 5574 / Ms. N Cloete at (083) 735 1092 : For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
<u>NOTE</u>	: EE Target: African Female / White Female
<u>POST 40/38</u>	: <u>ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: PT 04/10/2024</u> : Purpose: To render support in the implementation of communication strategies and events management services in line with the departments vision.
<u>SALARY CENTRE REQUIREMENTS</u>	: R444 036 -R532 602 per annum (Level 09) : Bisho : A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Communications Science (Media Studies & Journalism) / Journalism / Public Relations with Minimum of 3 years relevant work experience in Communication field at an officer level (Level 7 or higher). Skills and Competencies: Project Management, Networking and Building Bonds, Planning and Execution. Interpersonal Relations. Problem Solving. Journalism.
<u>DUTIES</u>	: Render Support to The Implementation of Internal and External Communication Services; Conduct research on guidelines and best practices to guide the creation of quality communications. Analyse, compile and copy-edit all communications such as the statutory documents of the government to improve their quality and impact. Ensure production checks across a range of media and facilitate the distribution of communications to the organization. Update information on the website and intranet. Develop and manage calendars of key messages to ensure consistent, relevant and timely delivery of internal Communication's material. Manage The Processes of Publication, Photojournalism, Multimedia Services, Marketing and Branding Services: Write marketing content for various media, including magazines and websites. Draft content for brochures, invitations, press releases, technical manuals, online webpages and promote their brand to new prospects. Coordinate the production of an internet newsletter and co-ordinate the design and printing of publications. Develop The Corporate Image of The Department and Events Services; Co-ordinate media coverage and briefings promoting the Department's programmes and activities. Prepare press releases before and during a Departmental event. Co-ordinate and manage key public events by sending out invitations to stakeholders, engaging the stakeholders and advising the Deputy Director on the issues to be outlined to the media. Manage Area Of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the Unit; Develop and implement service delivery improvement programmes; Develop and supervise the implementation of the Unit's Annual Operational Plans; Monitor and report on the implementation thereof monthly, quarterly and annually; Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes; Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes; Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure; Ensure the implementation

- and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.
- ENQUIRIES** : Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi at (060) 573 5574 / Ms. N Cloete at (083) 735 1092
- NOTE** : For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
EE Target: African Female / White Female
- POST 40/39** : **TECHNICIAN SERVICE HELPDESK REF NO: PT 05/10/2024**
Purpose: To render provision of information communications technology and electronic records management. To maintain and support departmental computer systems.
- SALARY CENTRE REQUIREMENTS** : R376 413 - R443 403 per annum (Level 08)
: Bisho
: Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Technology coupled with Minimum of 2 years' experience in User Support environment (with 2 years' experience in ICT Service Desk or ICT User Support. A+ Certification will be an added advantage. Skills And Competencies: ICT Service Management Processes; ITIL; Good interpersonal skills; Customer service orientated; Configuring windows devices; IT Systems and Support; Budget Process Policy Development & Management; Public Finance; ICT Procurement; Project Management; Planning and Execution. Interpersonal Relations. Computer Literate. Communication (verbal & written).
- DUTIES** : Facilitate Infrastructure and Operational Services; Respond and attend to all departmental IT queries. Render 1st line support and log calls in the help desk system. Maintain ICT administrative systems and ensure data – integrity. Provide technical solutions and support services to end users. Configuration and troubleshooting of IT equipment. Setup new computers, install necessary software, and configure systems according to organisational standards. Perform routine inspections of computer equipment to ensure optimal performance, update software and operating systems as needed. Assess equipment and assist in issuing certificate. Maintain accurate records of support requests, and resolutions. Assist in identification of new purchases and repairs of ICT equipment. Provide support in ensuring that the needs of the projects are achieved. Render Support in Conducting ICT Research and Advise the Department on ICT Needs Requirement; Update supervisor regularly with regards to new ICT systems and products that may improve institutional functioning. Record all most frequently asked IT questions and complaints to prioritise these matters. Inform the supervisor with regards to the most urgent IT risks as a means of early warning (risks include issues such as expiration of key software, systems interruptions due to upgrades and protection of data and information from viruses etc.). Render Support in Developing and Facilitating the Implementation of ICT Policies and Procedures; Draft ICT implementation plan. Conduct awareness session on new developments in the implement and monitor ICT Governance Framework. In put in drafting ICT policies and procedures. Provide Customer Services. Ensures excellent customer services through prompt service delivery and constant interaction with the clients. File and perform administrative duties. Prepare service desk management report as required.
- ENQUIRIES** : Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi at (060) 573 5574 / Ms. N Cloete at (083) 735 1092
- NOTE** : For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
EE Target: African Male with Disability

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

- APPLICATIONS** : Applicants must submit only via the provincial e-recruitment system, which is available on <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@drdar.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants are encouraged to apply via the e-recruitment system. Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered. Applications received after the closing date will not be considered. No faxed applications will be accepted.
- FOR ATTENTION CLOSING DATE** : Mr L Stowman
: 15 November 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry Requirements for members of the Senior Management Level for SMS appointments, it is a Requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-

entry certificate is not a Requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 40/40** : **DEPUTY DIRECTOR-GENERAL: AGRICULTURE REGULATORY AND TECHNICAL SERVICES REF NO: DRDAR: 01/10/2024**
- SALARY CENTRE REQUIREMENTS** : R1 741 770 – R1 962 090 per annum (Level 15), (all-inclusive)
: Bhisho
: A qualification at NQF Level 8 as recognized by SAQA in Agriculture. Eight (8) years' relevant experience at senior management level. Extensive knowledge of and experience of the Agricultural Sector. Experience in strategic planning, Financial Management, Human Capital Management and Project Management. Knowledge of PFMA, Treasury Regulations and DPSA Directives. Proven leadership and strategic management. Good communication skills. A valid driver's license.
- DUTIES** : Provide strategic leadership to the department as well as the branch in relation to Agricultural Development in particular, overseeing the management and provision of research, technology development and transfer services, provision of veterinary service in the province, agricultural training and project management. Analysis of agriculture impact on economic growth in the country. Develop a strategy that will promote access to markets by small-scale farmers. Report and render strategic advice to the Head of Department on matters relating to Agriculture development. Develop and implement creative solutions to enhance cost effectiveness and efficiency in delivering Agriculture Development Services. Support farmer producer and development services and Infrastructure Development. Discharge leadership and management responsibilities in relation to strategy, planning, project management, financial management and risk management. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 40/41** : **DIRECTOR: LEGAL SERVICES REF NO: DRDAR: 02/10/2024**
(Re-advertisement: Candidates that previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive)
: Bhisho
: An LLB or 4 year recognized legal qualification at NQF Level 7 as recognized by SAQA. Five (5) years' appropriate post qualification legal/ litigation experience at middle/senior management level in the public service. Admission as an Attorney in South Africa. A thorough knowledge of the South African Legal System, Legal Practice and office management. Knowledge of government legislation and prescripts as well as the Constitution of South Africa. Knowledge: Ability to understand and interpret the various pieces of Legislation administered by the Department. A good understanding of the Promotion of Access to Information Act (PAIA) and the Promotion of Administration of Justice Act (PAJA). Knowledge of administration, financial, and supply chain management processes in the public sector. Knowledge of employee

performance management and development. Job-related skills: Law Interpretation and Legal research skills. Excellent drafting and writing skills. Dispute resolution skills. Client relations skills. Leadership, planning, communication, presentation, negotiation, and interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

DUTIES

: Draft and vet legal documents, such as agreements affidavits, delegations, reports, and correspondence of a legal nature. Conduct research, draft, vet, and/or amend legal documents. Manage the performance of the external legal team (where applicable) i.e., State Attorney and/or counsel. Provide legal opinions and general legal advice. Conduct research and legal opinions or provide advice. Manage the performance of the external legal team (where applicable) i.e., State Attorney, State Law Advisers, and/or counsel. Provide legal and administrative support in respect of Promotion of Access to Information Act (PAIA). Assess requests for access to the records held by the Department. Redirect the request to the relevant Deputy Information Officer/line function. Advise the relevant Deputy Information/line function of the processing of the requests. Compile and submit the annual Section report to the Information Regulator. Manage the Directorate effectively and efficiently. Manage staff and budget for the Directorate. Performance Management and Development of staff. Address staff grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Procedure and departmental policies. Provide support and guidance to subordinates. Compile monthly, quarterly, and annual reports on the Directorate's performance against the Annual Performance Plan.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/42

; **DIRECTOR: ASSET MANAGEMENT REF NO: DRDAR: 03/10/2024**

SALARY

: R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive)

CENTRE

: Bisho

REQUIREMENTS

: A qualification at NQF Level 7 as recognized by SAQA in Financial Management/Accounting/SCM or relevant financial qualification. Five (5) years' relevant experience at middle/senior management level in Asset and Inventory Management. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM) Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Computer literacy. A valid driver's license.

DUTIES

: Manage the development and maintenance of policies, strategies and systems for asset: Coordinate the development of asset and inventory management policies / procedures manuals and systems. Coordinate the development of Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of procedure guidelines to promote compliance with the reporting standards. Manage the development of asset and inventory strategies in line with the service delivery objectives. Coordinate the review of Asset and Inventory Management policies, procedure manuals, systems, Treasury Practice notes and compliance checklist tools. Monitor and Support the Department on Financial Management and Reporting on Assets and Inventory. Monitor and support department on asset register, trial balance and expenditure reconciliations. Monitor and support departments on the development and implementation of audit action plan regarding management on assets and inventory. Provide support on resolving audit findings on non-current and current assets of the Departments. Provide support to department with financial reporting tools for interim and annual financial statements disclosures. Monitor and Support Department Asset and Inventory Management Strategies: Monitor and support department on the implementations of asset management strategies and value for money of assets and inventory. Monitor that department has asset management plans. Maintain complete and accurate assets and inventory registers. Monitor and support departments and public entities on the application of inventory management techniques. Monitor and support department asset verification and inventory stocktaking processes. Perform periodic compliance assessments in department to establish compliance with relevant legislation. Monitor that obsolete, redundant and unserviceable assets are disposed of. Monitor the establishment of disposal committees. Monitor compliance with SCM prescripts on asset disposal. Monitor and support department on the reconciliation of disposal proceeds. Monitor the maintenance of proper asset registers. Monitor compliance with internal control processes regarding asset disposals. Co-Ordinate the Capacitation of Assets and Inventory Management section in the Department. Identify Asset and Inventory Management capacity GAPS and coordination strategies to address the capacity GAPS. Provide on the job training on assets and inventory management. Conduct workshops on Policy framework, Treasury Regulations and Accounting Norms and Standards. Coordinate training interventions on assets and inventory management.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/43 : **DIRECTOR: SPECIAL PROGRAMS UNIT REF NO: DRDAR: 04/10/2024**

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive)

CENTRE : Bhisho

REQUIREMENTS : A qualification at NQF Level 7 as recognized by SAQA in Social Sciences / Community Development/Development Studies. Five (5) years' middle/senior management relevant experience in special programs. Develop and implement SPU directives and programs. Demonstrate a facilitative approach to motivate constructive participation focusing on women, children, elderly and people with disabilities. Develop and implement SPU projects. Ability to write reports on programs and project according to the required format. Proven strategic, managerial and planning skills. Computer literacy. Project Management. A valid driver's license.

DUTIES : Ensure integration of youth, children, women, general gender, elderly and people with disabilities in the Department's priority projects and programs. Promote the achievement of equality and eradicate discrimination against women, children, elderly and people with disabilities. Coordinate the promotion of programs directed to women, children, elderly, youth and people with disabilities. Liaise with relevant international, national and provincial stakeholders to promote integration and development of youth, children, women, general gender, elderly and people with disabilities. Collaborate with departmental key stakeholders on increasing access for women, people with disabilities to employment and descent work opportunities. Monitor and evaluate the departments' programs directed to youth, children, women, general gender, elderly and people with disabilities. Oversee social facilitation with relevant stakeholders on SPU department's priority projects and programs. Oversee management of projects related to SPU programmes.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : Preference will be given to females and People with Disabilities in accordance with the department employment equity

POST 40/44 : **PRINCIPAL: TARDI REF NO: DRDAR: 05/10/2024**

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive)

CENTRE : Tardi (Tsolo)

REQUIREMENTS : A qualification at NQF Level 7 as recognized by SAQA in Agriculture. Five (5) years' experience at middle/senior management level in the South African Agricultural related Sector lecturing and conducting research in an accredited institution of higher learning. Knowledge of statutory bodies, operations of Tertiary Education & Training. Knowledge of ATI Policies and Procedures. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act and Labour Relations Act. Authorization and/or Registration with relevant professional body/bodies. Familiarity with Agriculture Education and Training Strategy. Assessor and Moderation Skills, Leadership Skills, People Management Skills, Problems solving skills, Time Management, Decision making skills, Planning and Organizing skills, Conflict Management Skills, Communication Skills, Innovative, analytical skills, good Interpersonal Relations. Policy analysis and development Skills, Computer literacy. Project Management. A valid driver's license.

DUTIES : Lead the development of the Institution's multiyear strategy and measurable annual performance plan; a execute the plan, monitor and measure performance; Lead the budgeting process and guide the management there of; Oversee resourcing of the Institution; Oversee management of human resources, facilities and assets of the Institution; Develop and implement revenue generation initiatives; Facilitate the formulation and application of policies in the Institute; Support the Council in the pursuit of ethical and good governance; Ensure the Institution's learning programmes are accredited by relevant bodies/authorities at all times; Form partnerships and collaborations that support the Institution's endeavors; Liaise with various entities whose activities have a bearing on the Institution; Identify and manage risks. Oversee the implementation of Agriculture Agro-processing Master Plan within the institution.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

OTHER POSTS

POST 40/45 : **CHIEF ENGINEER GRADE A/B REF NO: DRDAR: 06/10/2024**

SALARY : Grade A R1 200 426 – R1 371 489 per annum, (all-inclusive OSD)
Grade B R1 452 573 – R2 264 130 per annum, (all-inclusive OSD)

CENTRE : Bhisho & EL

REQUIREMENTS : Engineering Degree (B Engineering/ BSc (Engineering) at NQF level 7 as recognized by SAQA. Six (6) years post qualification experience required as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. Knowledge and understanding of government procurement for infrastructure projects. Program and project management skills. Knowledge of engineering, legal and operational compliance. Engineering design and analysis. Knowledge and skills in maintenance. Knowledge of engineering code of conduct, risk management, technical report writing, knowledge of financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance

		<p>culture. Technical consulting. Engineering and professional judgement. Communication skills both verbal and written. Computer skills, people management skills, planning and organizing, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, financial management, customer focus and responsiveness. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>Coordinate and approve the planning, design, preparation of specifications and tender documents, contract management and construction supervision for the development of agricultural infrastructure in the province. Perform final review and approvals or audits on new engineering designs according to design principle of theory. Co-ordinate design efforts and integration across disciplines to ensure integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.</p>
<u>ENQUIRIES</u>	:	<p>Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za</p>
<u>NOTE</u>	:	<p>Appointment in Grade A or B will be based on the current remuneration of the suitable candidate and proven experience.</p>
<u>POST 40/46</u>	:	<p><u>DEPUTY DIRECTOR: VETERINARY SERVICES – TECHNICAL REF NO: DRDAR: 07/10/2024</u></p>
<u>SALARY CENTRE REQUIREMENT.</u>	:	<p>R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Bhisho An appropriate qualification at NQF level 7 as recognized by SAQA in the Veterinary Science field or relevant field with at least 8 years' experience in the field of the State Veterinary Services. Valid compulsory registration with the South African Veterinary Council (SAVC) as a Para-Veterinarian or any other relevant statutory body. A valid driver's license. Competencies: Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002, Public Finance Management Act No. 1 of 1999, Basic Conditions of Employment Act No. 75 of 1997 and Labour Relations Act No. 66 of 1995. It is required of the candidate to dispose of dynamic communication, negotiation, and interpersonal skills. Proficiency in the MS Office Suite (Word, Excel and PowerPoint).</p>
<u>DUTIES</u>	:	<p>Ensure compliance with the Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Facilitate implementation of Animal Disease Surveillance and Control. Responsible to facilitate implementation of primary animal health care programs and compulsory community service. Play a leading role in animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and Financial Management. Ensure timeous development and implementation of Annual Performance Plan, Operational Plan and reports on progress. Responsible for consolidation of validated performance reports. Manage the allocated resources of the Sub-Program in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards of professionalism by ensuring that the team produces excellent work in terms of quality/quantity and timeliness. Resolve motivation and control problems. Provide the necessary guidance and support and facilitate staff training and development opportunities. Management of assets.</p>
<u>ENQUIRIES</u>	:	<p>Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za</p>
<u>NOTE</u>	:	<p>Preference will be given to females in accordance with the department employment equity.</p>
<u>POST 40/47</u>	:	<p><u>DEPUTY DIRECTOR: MUNICIPAL CO-ORDINATION (X5 POSTS)</u></p>
<u>SALARY CENTRE</u>	:	<p>R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Alfred Nzo: (Bizana, Ntabankulu) Ref No: DRDAR: 08/10/2024 (X2 Posts) Joe Gqabi (Walter- Sisulu, Elundini) Ref No: DRDAR: 09/10/2024 (X2 Posts) Amathole (Buffalo City Metro) Ref No: DRDAR: 10/10/2024</p>
<u>REQUIREMENTS</u>	:	<p>A qualification at NQF 8 in Agriculture / Developmental Studies. At least 5 – 8 years' experience in Agriculture / Rural Development of which three (03) years must be at Assistant Director Level or equivalent. Understanding of financial management, good organizing and facilitation skills, verbal and written communication skills, good interpersonal skills. Good knowledge of Outcome 7 priorities and coordination. A valid driver's license is essential.</p>
<u>DUTIES</u>	:	<p>Co-ordinate agricultural and rural development activities within local municipality. Coordination, facilitation, alignment and integration of development programmes in the local municipality through IDP. Provisioning of overall management in the local municipality. Ability to participate in local municipality IGR Forums. Coordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programmes within the local municipality. Ensure effective and efficient mobilization and utilization of resources.</p>

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to females in accordance with the department employment equity requirements for Joe Gqabi and Amathole.
<u>POST 40/48</u>	:	<u>DEPUTY DIRECTOR: EXTENSION & ADVISORY SERVICES REF NO: DRDAR: 11/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Sarah Baartman & Nmm District (Gqeberha) A qualification at NQF level 8 in Agriculture. At least 5-8 years' relevant experience, of which three (3) years must be at an Assistant Director Level or equivalent with specific focus on Extension and Advisory services. Ability to apply scientific methodology. Managerial experience and efficiency. Computer literacy in word, excel, power point and web browser. A valid drivers' license.
<u>DUTIES</u>	:	Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original agreement is minimized. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance agreement measures. Provide written quarterly reports to the manager. Overall management of agricultural activities in the district in an integrated manner with stakeholders. Coordinate and manage agriculture research programs. Co-ordinate stakeholder activities involved in Agriculture. Manage human, financial and material resources.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to females in accordance with the department employment equity requirement.
<u>POST 40/49</u>	:	<u>DEPUTY DIRECTOR: PROJECT IMPLEMENTATION AND MANGEMENT SERVICES (PIMS) REF NO: DRDAR: 12/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Bhisho A qualification at NQF level 7 in Project Management coupled with three years of experience working in and direct involvement with infrastructure project management at an assistant director level or equivalent. Knowledge of Infrastructure Delivery Management System (IDMS)/ Project management Best Practices. Knowledge of Public Service Regulatory Framework. Managing interpersonal conflict and resolving problems. Planning and organizing. Problem solving. Project and budget management. Communication and collaboration skills; Team Leadership and decision-making abilities. Ability to plan and execute complex projects; Strong problem-solving skills; Ability to work with both internal and external stakeholders. Ability to analyse data and create reports. Ability to work under pressure and meet deadlines. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate and oversee project planning and implementation processes for infrastructure projects throughout the department. Compile credible infrastructure project budget, Cash flow Projections and Management thereof for the department. Compilation of infrastructure project list and Infrastructure Plan. Budget Planning and Management for Infrastructure projects. Identify all key stakeholders and develop a strategy to work with all stakeholders. Management of Projects in accordance with organisational standards and ensure benefits realization. Manage the human, finance and other resources in the directorate. Manage the administrative support for infrastructure projects and attend to all related project governance matters. Facilitate the development, utilization and maintenance of tools and systems, including online systems, for the planning and implementation of projects. Monitor project progress, report on results and performance, identify and manage project risks, and ensure value for money. Manage the development and implementation of project management strategies and plans for infrastructure projects. Provide inputs on project plans and budget to other directorates like finance, assets, and strategy. Coordination, analysis and consolidation of Annual Performance Plan and operation Plan. Manage service providers' Service Level Agreement (SLA) and monitor performance. Prepare progress reports on infrastructure projects to all stakeholders; Oversee document management processes. Verification and validation of financial and non-final performance project information. Conduct site visits for planning and monitoring purposes throughout the province. Handle administrative functions emanating from these activities, including HR and financial management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/50</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION AND TECHNICAL SERVICES REF NO: DRDAR: 13/10/2024</u>
<u>SALARY CENTRE</u>	:	R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Tardi (Tsolo)

<u>REQUIREMENTS</u>	:	A qualification at an NQF level 7 in B.Sc. Agric; B. Agric or B. Soc.Sc as recognized by SAQA. Clear understanding of PGDP, AET Strategy; Departmental Strategic Plan, Branch Annual Performance Plan for; Food Security & Infrastructure Development Programs of The Department; Presentation and Training skills; Sound knowledge of Administrative Policies and Regulations in the Public Service. Minimum of 3 years as an Assistant Manager in an Administrative or Agricultural Technical Field or 3 years in an education, training and development Environment. Sound computer knowledge and a valid driver's license is essential.
<u>DUTIES</u>	:	Render financial, SCM, HR and administrative management of the institution. Responsible for sound management, good governance and supervision of the staff responsible for the units in the Institution. Establish linkages between beneficiaries, relevant SETA's and other qualifications authorities. Establish relations with Traditional Authorities, Local Municipality and other social stakeholders in the area. Develop training and academic infrastructure plan and monitor the roll out thereof. Organize training on QCTO accredited Skills programme. Conduct adaptive research programs on animal production, crop production and home industry products. Ensure Effective training of farmers and extension officers. Develop annual Training programs and manual for the institution.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/51</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT</u> <u>REF NO: DRDAR: 14/10/2024</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Human Resource Development / Management of Training or Industrial Psychology as recognized by SAQA. At least five (5) years' experience in HR Utilization and Capacity Development of which 3 years must be at an Assistant Director level. Possession of either an accredited Skills Development Facilitation (SDF) or Occupational Directed: Education, Training and Development Practice's (OD: ETDP) qualification or certificate. Knowledge and Skills: Planning and organizing, Computer literacy, Problem solving, Negotiation, Events Management, Presentation and Facilitation, Information analysis and reporting, People and diversity management, Problem analysis and solving, Financial Management, Client orientation and customer focus. Communication and interpersonal skills. Public Service Act, Public Service Regulations, PFMA and Regulations, White Paper on transformation of Public Service, Basic Condition of Employment Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act, Performance Management and Development System. Applied Knowledge and experience in development and implementation of the Annual HRD Strategy including monitoring and reporting. Applied knowledge of: Bursary scheme administration, Skills Development planning and implementation, Youth development programmes, Workplace Skills Plan development and administration, Implementation of the PMDS Policy. Public Service transformation and management, Project Management, Batho Pele Principles, Proven Knowledge of the PERSAL system. A valid driver's license.
<u>DUTIES</u>	:	Manage the development and implementation of the Departmental HRD strategy, Manage the development and implementation of the Departmental Workplace Skills Plan, Manage the effective & efficient utilisation of the Training and development Budget. Manage the coordination of generic training and management development programmes. Manage and facilitate Compulsory Induction Programme (CIP) and Re- Orientation programmes to ensure professionalization of the department. Manage the coordination of Graduate and Student internship programmes for the Department. Manage effective administration of bursary scheme's for scarce skills and other related fields of study. Develop and implement training and development policies and programmes. Coordinate the facilitation of generic training interventions and leadership development programmes. Facilitate the coaching and mentorship programmes for the department. Develop and implement the Performance Management and Development Policy, including payment of related incentives for all employee levels.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/52</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: DRDAR: 15/10/2024</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive)
<u>CENTRE</u>	:	Alfred Nzo (Maluti)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Financial Management/ Accounting or equivalent relevant qualification as recognised by SAQA. At least 5 years' relevant experience in Financial Management of which 3 years must be at an Assistant Director Level. Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA). Good understanding of the BAS System as well as the interface between the bank and the BAS System. Effective communication skills, both written and verbal. Problem-solving skills. A clear understanding of the public sector legislative framework (PMFA and related Treasury Regulations). Ability to work under pressure and to meet deadlines. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Manage financial revenue, expenditure, and accounting practices within the district. Monitor legislative, policy and procedure compliance. Ensure that proper budget control mechanisms

are in place in the district. Submit operational plans and performance reports. Provide advice and guidance to role-players on revenue and expenditure procedures. Undertake revenue, expenditure management, and accounting services as required. Ensure that cashier, banking, debt management, monitoring, and reporting services are rendered. Process payments related to compensation of employees, goods and services, transfers, and subsidies. Render financial administration and accounting services such as ledgers/journals and interim and annual financial statements. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement, and maintain processes to ensure that performance targets are met. Compile and submit all required reports. Serve on transversal task teams as required. Procurement and asset management for the sub-directorate. Quality assure the work of subordinates. Functional technical advice and guidance.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/53

: **DEPUTY DIRECTOR: ADMIN SUPPORT AND COORDINATION (MEC SUPPORT) REF NO: DRDAR: 17/10/2024**

SALARY CENTRE REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive)
: Bhisho
: An NQF level 6 qualification in Project Management/ Office Management and Technology/Business Studies /Public Management/ Public Administration/ Developmental studies/ Political Science as recognized by SAQA coupled with Minimum of 5 years' work experience in Administration of which 3 years should be at Assistant Director level. Skills And Competencies: Knowledge of Ministry operations. Proven management and coordination competencies. Broad knowledge, understanding and experience in the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. In-depth understanding of interpretation and application of Public Service Legislation, Regulations and Policies that govern the Public Service. Knowledge and understanding of the Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Computer Literate, Good Communication Skills (verbal & written), Analytical thinking, Interpersonal Relations, Knowledge Management, Good Planning & Organising, Good Research Skills, Problem Solving, and Facilitation. Consultation Skills. Valid driver's license.

DUTIES

: Manage the administrative and coordination activities within 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 intergovernmental correspondence, submissions and Cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players about matters relating to the portfolio of the executive authority; Brief the Head of Office on matters with regard to the executive authority's portfolio on the agenda of the executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render executive council support service to the executive authority; Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees and the entities reporting to the executive authority. Keep record of decisions of the executive council and alert the Head of Office and executive authority of actions to be taken and due dates. Study the relevant public service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Remain up to date about the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the MEC.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/54

: **STATE VETERINARIAN (X8 POSTS)**

SALARY CENTRE

: R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive remuneration package)
: Alfred Nzo Ref No: DRDAR: 18/10/2024
: Amathole (Zwelitsha) Ref No: DRDAR: 19/10/2024
: Chris Hani Ref No: DRDAR: 20/10/2024 (X3 Posts)
: Joe Gqabi (Maletswai) Ref No: DRDAR: 21/10/2024
: Sarah Baartman (Makhanda) Ref No: DRDAR: 22/10/2024
: O.R. Tambo (KSD) Ref No: DRDAR: 23/10/2024

REQUIREMENTS

: An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC OR B. VMSC). Valid proof of registration with the SA Veterinary Council will be required on the interview day. Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act

No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). The candidate should dispose of dynamic communication, negotiation, and interpersonal skills. A valid driver's license.

DUTIES : Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act 71 of 1962 and Animal Identification Act 6 of 2002. Play a leading role in Animal Disease Surveillance and Control. Facilitate importation and exportation of animals and products of animal origin. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives. Comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve motivation and control problems. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDPs) for all subordinates. Management of assets. Qualifying unemployed Veterinarians who were given a bursary by the Department will be given preference.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/55 : **ENGINEER PRODUCTION REF NO: DRDAR: 16/10/2024 (X2 POSTS)**

SALARY : Grade A: R833 499– R889 158 per annum, (OSD)

CENTRE : Bhisho & EL

REQUIREMENTS : A qualification at NQF level 7 in B Engineering / BSc (Engineering) or equivalent qualification. Compulsory registration with ECSA as a Professional Engineer. A Valid driver's license. Three (3) years post Qualification engineering experience. Knowledge of programme and project management. Engineering design and analysis, research and development. Problem solving, planning and organising, communication skills. Computer literacy.

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/56 : **SCIENTIST PRODUCTION: HORTICULTURE/CROP SCIENCE REF NO: DRDAR: 24/10/2024**

SALARY : Grade A: R721 476 - R774 267 per annum, (OSD)

CENTRE : Dohne

REQUIREMENTS : A qualification at NQF level 8 in Agriculture as recognized by SAQA specializing in Crop Science / Agronomy / Horticulture. Compulsory and Valid registration with SACNASP as a Professional Scientist in the relevant field of specialization. Three (03) years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

DUTIES : Responsible for providing academic support to Horticulture/crop science training, research, and continuing education in the area of Horticultural Science. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : Preference will be given to Youth in accordance with the department employment equity Requirement.

<u>POST 40/57</u>	:	<u>SCIENTIST (PRODUCTION): (POULTRY SCIENCE PRODUCTION) REF NO: DRDAR: 25/10/2024</u>
<u>SALARY</u>	:	Grade A: R721 476 - R774 267 per annum, (OSD)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	A qualification at NQF level 8 in Animal Science Specializing in Poultry Production as recognized by SAQA. Compulsory and valid registration with SACNASP as a Professional Natural Scientist in Animal Science; A minimum of 3 years post qualification experience. A valid driver code B driving license. Demonstrable experience in poultry production and research. Competencies: Working knowledge of the following: Program and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing, Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication skills; Networking; people management; Planning and organizing; Problem solving and analysis; Innovation; Computer literacy; ability to work independently; Research and development and computer-aided scientific application; Knowledge of legal compliance.
<u>DUTIES</u>	:	Develop and implement farm animal research methodologies; policies, systems and standard operating procedures; Perform farm animal research data analysis and compliance procedures; Research and development; Human capital development; Handle administrative functions emanating from these activities, including HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirements.
<u>POST 40/58</u>	:	<u>SCIENTIST PRODUCTION: PLANT PATHOLOGY REF NO: DRDAR: 26/10/2024</u>
<u>SALARY</u>	:	Grade A: R721 476 - R774 267 per annum, (OSD)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	A qualification at NQF level 8 Specializing in Plant Pathology as recognized by SAQA. Compulsory and valid registration with SACNASP as a Professional Scientist in the relevant field of specialization. Three years' post-qualification natural-scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to crop science/ horticulture training, research, and continuing education in the area of Plant Pathology. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirements.
<u>POST 40/59</u>	:	<u>SCIENTIST PRODUCTION: BIOCHEMISTRY/ ANALYTICAL CHEMISTRY REF NO: DRDAR: 27/10/2024</u>
<u>SALARY</u>	:	Grade A: R721 476 - R774 267 per annum, (OSD)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	A qualification at NQF level 8 in Biochemistry / Analytical Chemistry as recognized by SAQA. Compulsory and valid registration with SACNASP as a Professional scientist in the relevant field of specialization. Three years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to crop science training, research, and continuing education in the area of Biochemistry / Analytical Chemistry. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirement.
<u>POST 40/60</u>	:	<u>SCIENTIST PRODUCTION: ENTOMOLOGY REF NO: DRDAR: 28/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R721 476 - R774 267 per annum, (OSD) Dohne A qualification at NQF level 8 Specializing in Entomology as recognized by SAQA. Compulsory and valid registration with SACNASP as a Professional Scientist in the relevant field of specialization. Three years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to crop science/ crop science training, research, and continuing education in the area of Entomology. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirement.
<u>POST 40/61</u>	:	<u>ASSISTANT DIRECTOR: EXTENSION & ADVISORY SERVICES (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R552 081 – R650 322 per annum (Level 10) Sarah Baartman (Gqeberha, Somerset, Makhanda) Ref No: DRDAR: 29/10/2024 (X3 Posts) Amathole Ref No: DRDAR: 30/10/2024 Alfred Nzo (Mount Frere) Ref No: DRDAR: 31/10/2024 Chris Hani District (Sakhisizwe) Ref No: DRDAR: 32/10/2024
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Agriculture with at least 5 years' relevant experience in Extension and Advisory Services. A valid drivers' license. Computer literate.
<u>DUTIES</u>	:	Co-ordinate stakeholder activities at local municipality level involved in Agriculture. Create an enabling environment to facilitate effective performance by the subordinates. Facilitate access to skills development and capacity building opportunities for his staff. Work collaboratively to solve problems and generate solutions to common problems within the programme that may be impacting on the performance of the staff. Co-ordinate stakeholder activities at local municipality level involved in Agriculture. Supervision of staff. Perform administrative and related functions, such as monthly and quarterly reports, budgeting, expenditure control, asset management and performance management of staff.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Females in accordance with the department employment equity requirement of Sarah Baartman, Amathole and Chris Hani.
<u>POST 40/62</u>	:	<u>CONTROL ANIMAL HEALTH TECHNICIAN (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R552 081 – R650 322 per annum (Level 10) Sarah Baartman (Gqeberha & Graaf-Reinet) Ref No: DRDAR: 33/10/2024 (X2 Posts) Chris Hani District Ref No: DRDAR: 34/10/2024
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 in Animal Health. Registration with the South African Veterinary Council (proof of registration will be required on or before Interview date). At least Six (6) years appropriate experience (post-qualification experience) of which 3 years must be at an Animal Health Technician level. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Knowledge of Animal Health Extension Methodology and Project Planning. Self-management, financial management, People management, change management, conflict management, Customer focus and responsiveness, Planning and organizing, Communication, presentation, Interpersonal skills, Advanced computer skills, A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for the co-ordination and management of animal health activities in terms of the Animal Health Diseases Act (Act 35 of 1984). Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis through. Vaccinations for animal diseases, inspections of livestock for the presence of controlled and notifiable diseases. Perform campaigns and other activities aimed at eradicating the spread of animal diseases, manage the support service to the State Veterinarian regarding

animal disease control, reproduction and production advancement, sample collection and law enforcement Identify challenges and shortcomings in Animal Health Extension and take initiative in resolving them Coordinate and facilitate in 65 Animal Health Extension Services. Coordinate the training of Animal Health Technicians. Provide guidance to Technicians and advisors.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/63

ASSISTANT DIRECTOR: AGRICULTURAL ECONOMICS REF NO: DRDAR: 36/10/2024

SALARY
CENTRE
REQUIREMENT

R552 081 – R650 322 per annum (Level 10)
Maletswai
A qualification at NQF level 7 in Agriculture having majored in Agricultural Economics. Good understanding of Agriculture, Marketing and Production Economics. Three (3) years' experience at a supervisory level in the field of Agricultural Economics. A valid driver's license. Computer skills in Microsoft Office Applications. Ability to write quality reports. Communication and presentation skills. Understanding of economics, marketing and statistical services in the province.

DUTIES

Facilitate the economic operation of agricultural markets. Collect, collate and analyse statistical data. Develop and maintain a database of statistical data / information. Promote economic viable projects. Provide agricultural economic advice to clients of the Department to promote the sustainability of their businesses. Facilitate access to finance and markets. Promote cooperative and commodity group plans.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/64

ASSISTANT DIRECTOR: VETERINARY SERVICES REF NO: DRDAR: 37/10/2024

SALARY
CENTRE
REQUIREMENT

R552 081 – R650 322 per annum (Level 10)
Komani
An appropriate qualification at NQF 7 in Animal Health. Registration with the South African Veterinary Council as an Animal Health Technician. At least 3-5 years relevant experience of which 3 years must be at supervisory level. Competencies: Knowledge of the Animal Disease Act and Animal Health Act. Experience in the implementation of the Brucellosis and Tuberculosis Control. Scheme would be recommendable Knowledge, training and experience in Epidemiology. Knowledge and experience in Controlled Animal Diseases in South Africa. Knowledge of Epizootic Diseases. Good computer skills. Good writing, reporting, communication and interpersonal skills. Computer literacy. A valid driving license is essential (code EB).

DUTIES

The successful candidate will be in control of all technical units in the Animal Diseases Surveillance, management & control. Development, upgrading and maintenance of disease contingency plans. Liaison with Veterinary District Managers regarding disease outbreak control. Ensure that Response Stores are functional. Analyze and interpret animal disease reports and trends. Financial and HR Management

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/65

CONTROL ENGINEERING TECHNICIAN REF NO: DRDAR: 35/10/2024

SALARY
CENTRE
REQUIREMENTS

R522 741 - R598 158 per annum, (OSD)
Joe Gqabi District
National Diploma in Engineering at NQF level 6 or relevant qualification. At least 6 years post-qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration will be required on or before Interview date). Understanding and competence in all facets of practices, design methods operation and maintenance of all systems in the full spectrum of the field. Good technical problem-solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. Understanding of Government policies. Knowledge of the implementation of the Occupational Health and Safety Act (OHS). Knowledge of environment conservation and the National Water Act. Good interpersonal relations (good human relations) presentation, organizing and analytical skills. Proven ability to operate independently. Computer literacy. The successful candidate will be required to travel and will work away from home from time to time and may work under physically demanding conditions. He/she must be prepared to undergo intensive in-house training at different locations. A valid driver's license is essential. Computer literacy.

DUTIES

Be responsible for the technical team under his / her control for the planning and design of agricultural infrastructure. Manage all construction and maintenance of irrigation projects in the district. Perform quality control tasks on planning, designs, tender specifications, tender documents, construction management and reports done by subordinates. Write technical reports. Compile relevant monthly statistics and progress reports. Support subordinates in project management. Provide guidance and assist subordinates. Supervise and train subordinates in his/her division. Report to the Chief Engineer on all activities and performance of the staff under his/her control.

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/66</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: DRDAR: 38/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Komani A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in Human Resources, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations, and Wellness. Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL System. People management and empowerment skills. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Provide HRM, HRD, Employee Relations, Employee Health and Wellness, and Auxiliary Services in the District. Facilitate recruitment and selection processes. Process applications for service benefits and terminations in the district. Implement and ensure compliance with HR legislation, policies, and procedures. Customer/stakeholder engagement. Advise management and staff on HR matters. Maintain and administer PERSAL utilization including staff appointments, payment of performance incentives, payment of service benefits, and leave management. Manage staff performance and development. Prepare HR reports. Manage Auxiliary Services in respect of ICT and Office Services.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/67</u>	:	<u>ASSISTANT DIRECTOR: PAYMENTS/ EXPENDITURE SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Maletswai Ref No: DRDAR: 39/10/2024 East London Ref No: DRDAR: 40/10/2024 A qualification at NQF level 7 as recognized by SAQA in Finance / Financial Management / Internal Auditing / Accounting / Cost and Management Accounting / Taxation / Bachelor of Commerce in Accounting or equivalent qualification majoring in Accounting. 3 years' working experience at a supervisory level. Good knowledge of financial systems BAS and LOGIS, government policies and planning systems, government programme of action, policies and procedures, information management and performance management. Must possess a valid driver's license.
<u>DUTIES</u>	:	Facilitate service provider payment and ensure that the correct invoice amount is paid to appropriate banking details within 30 days from the date of receipt of an invoice, and report issues of non-compliance. Monitor creditors' reconciliation to ensure that all departmental contractual obligations are paid on time and report to the relevant authority on monthly, Quarterly and Annually Report identified issues of irregular, unauthorized, fruitless and wasteful expenditure. Ensure filling and safekeeping of payment vouchers in the strong room by implementing access control measures. Attend to audit. Manage performance and conduct of subordinates. Understanding of Financial Statement (IFS and AFS) Skills and Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/68</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DRDAR: 41/10/2024 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Bhisho A qualification at NQF 6 level in Risk Management/ Commerce / Finance /Internal Auditing. At least three years' relevant supervisory experience. A valid driver's license is essential. Knowledge of Public Service and understanding of Regulatory Framework (PFMA, Treasury Regulations, Public Service Act and its Regulations, Public Sector Risk Management Framework and other relevant prescripts in relation to Risk Management. Knowledge of frameworks, such as ISO31000, COSO Framework, COBIT, etc. Good understanding / knowledge of governance practices, internal control systems and ability to monitor risk management activities / programs. Knowledge of corporate governance Requirement. Enterprise risk management concepts, frameworks and methodology. Knowledge of combined assurance and business continuity management. Communication skills (written and verbal). Analytical, Interpersonal, Problem Solving, Interviewing and Leadership skills. Ability to build effective relationships with other critical stakeholders on risk management functions. Ability to work with Microsoft software packages.
<u>DUTIES</u>	:	Developing in consultation with management, the Department's Enterprise Risk Management Framework incorporating, inter alia, the Risk Management Policy, Risk Management Strategy, Risk Management Implementation Plan, risk identification and assessment methodology and

risk classification. Monitor and evaluate the effectiveness and implementation of the risk treatment plans. Assist in providing support on risk management by communicating the risk management framework to all stakeholders in the Department and monitoring its implementation. Facilitating orientation and training for the Risk Management Committee and facilitate the sitting of the committee as the secretariat. Continuously driving risk management to higher levels of maturity.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/69 : **ASSISTANT DIRECTOR: INTERNAL CONTROL UNIT (PRE-AUDIT) (X2 POSTS)**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
Bhisho Ref No: DRDAR: 42/10/2024
Alfred Nzo (Maluti) Ref No: DRDAR: 43/10/2024

REQUIREMENTS : A qualification at NQF level 7 in Financial Management / Internal Auditing (with Accounting & Auditing as subjects). A minimum of 5 years' experience of which 3 years must be at supervisory level within an Internal Control / Pre-Auditing environment or Internal Auditing. In-depth understanding of the Public Sector legislative framework (PFMA, Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting Framework). Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good verbal and writing skills. Ability to work under pressure and to meet deadlines. A valid driver's license.

DUTIES : Interpret and apply relevant legislation, policies, regulations, frameworks, standards, and guidelines. Receive procurement-related documents for compliance checking to prevent irregular, fruitless, and wasteful expenditure being incurred by the department before an order is generated on LOGIS. Supervise the issuing of Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Supervise the provisioning of reasons for issuing of non-compliance pre-audit certificates for order generation. Receive pre-authorized payment vouchers for compliance checking before final authorization by the Payment Section. Prevent and detect irregular expenditure and report such information to the immediate supervisor. Assist with the compilation of the monthly reports for the Pre-Audit Unit. Maintain a good working relationship with clients and stakeholders including internal and external auditors. Assist with the implementation of internal control systems. Ensure effective utilisation of human and material resources allocated to the Unit.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/70 : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: DRDAR: 44/10/2024**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
Bhisho

REQUIREMENTS : A qualification at NQF level 7 in Cost and Management Accounting/Financial Management/Accounting qualification. 3 years' relevant supervisory experience in Budgeting. The following skills, knowledge and attributes are required: Analytical and critical skills, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organizational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, and Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. A valid driver's license required.

DUTIES : Provide technical assistance with the planning, preparation, consultation, and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Provide technical assistance with the compilation of the department's inputs for the Estimates of Provincial Expenditure/Adjustments in compliance with Treasury guidelines. Analyse the annual budget into a monthly cash flow at the beginning of the financial year and after the Adjustment Estimate. Provide technical support with the coordination of in-year monitoring processes. Manage and perform administrative and related functions.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/71 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: DRDAR: 45/10/2024**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
O.R. Tambo

REQUIREMENTS : A qualification at NQF level 7 in Law (BCom Law / LLB)/ Supply Chain Management/ Financial Management. At least 3 years' supervisory experience in Contract Management. Computer literacy. Report writing skills. Communication and presentation skills. A good understanding of the Public Finance Management Act, Treasury Regulations and relevant prescripts. Analytical and critical skills. Knowledge in corporate governance and finance. A valid driver's license.

DUTIES : Supervise, monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation

is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Ensure compliance with the PFMA, Treasury Regulations and all relevant legislation. Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage the key performance areas of subordinates by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/72 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: DRDAR: 46/10/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)

CENTRE : Joe Gqabi

REQUIREMENTS : A qualification at NQF 7 level in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing/Public Management majoring in Supply Chain Management or Public Procurement. At least 3 years' relevant experience at supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Traceable working experience in Procurement, Transport, LOGIS and BAS. Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, B-BBEE and BAS and LOGIS systems and other relevant prescripts. Knowledge of office procedure and Bid Administration, Decision making, Background in procurement or competencies in administration of bids. Computer skills, Problem solving, writing skills, Creativity, highly motivated, Good understanding of Logistics and or Transport management processes and ability to work under pressure. A valid driver's license.

DUTIES : Management and control of LOGIS. Monitor supplier registration on LOGIS. Provide training to staff on the LOGIS system. Ensure that LOGIS is integrated into all systems of the department Monitor commitments and re-commitments on the systems. Facilitate implementation of LOGIS within the department. Management and control of the departmental transport. Management and the handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Ensure the effective and efficient supervision of staff.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/73 : **OFFICE MANAGER TO CHIEF DIRECTOR: FARMER PRODUCER & DEVELOPMENT SERVICES REF NO: DRDAR: 47/10/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : A qualification at NQF 6 in Office Management, Public Management, Public Administration as recognised by SAQA. At least 3 - 5 years relevant experience in Office Management and providing support to SMS level. Ability to interact at strategic and operational level. Knowledge of Departmental strategic goals. Knowledge of the Public Service Regulatory Framework. Strategic thinking and leadership skills. Project Management, research and negotiation skills. Creative and analytical, problem solving and decision-making. Conflict management, accuracy and attention to detail, understanding confidentiality in government, report writing, high level of interpersonal skills, communication (oral and written) skills. Computer literacy (MS Office, intranet and internet); presentation skills; customer service orientation. Ability to work independently, yet as part of a team when required, work under pressure, and meet deadlines. Professionalism, policy analysis and implementation. Financial management. A valid driving license is essential.

DUTIES : Co-ordinate activities in the Office: Assist the Chief Director in monitoring and implementing decisions taken at both internal and external. Develop and implement objectives, policies and procedures in order to adapt to changing circumstances. Analyse and consolidate reports as well as provision of management information reports which will facilitate informed decision making. Monitor expenditure trends in the office and advise the Chief Director of a possible under/overspending. Provide leadership to the office: Manage plans and projects undertaken in the office by frequently monitoring adherence to timeframes and reporting on the finalisation thereof. Initiate systems and processes for the monitoring of strategic and operational objectives within the departments, branches or chief directorates and directorate in order to ensure adherence to the implementation of set standards. Provide management of diversity in the office. Liaise with relevant stakeholders: Establish, maintain and continuously improve

relationships with internal and external stakeholders. Ensure timely response to both internal and external clients' needs.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/74

SPECIAL PROGRAMME UNIT (SPU) CO-ORDINATOR REF NO: DRDAR: 48/10/2024

SALARY

R444 036 – R532 602 per annum (Level 09)

CENTRE

Joe Gqabi District

REQUIREMENTS

A qualification at NQF level 6 in Developmental studies/ Community Development/ Social Sciences or relevant qualification with 3-5 years' experience in working with special groups of which three (3) years must be at the Supervisory level. Knowledge of Public Policies and Procedures. Understanding and practical experience/exposure to Community Development issues. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer skills.

DUTIES

Provide an effective coordination, monitoring and evaluation framework for implementation in the districts and liaise with the SPU Directorate. Assist the designated groups in accessing the services offered by the Department. Provide support and advice to the district on issues affecting gender, disability, youth, children & the elderly. Report on programs and activities for designated groups in the district.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/75

ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: DRDAR: 49/10/2024

SALARY

R444 036 – R532 602 per annum (Level 09)

CENTRE

Bhisho

REQUIREMENTS

A qualification at NQF level 7 in Fleet/Transport Management or equivalent relevant qualification. Three (3) years relevant supervisory experience in Supply Chain, Fleet and / or Transport Services. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resources Development, Relevant work experience and knowledge of the PFMA, National Treasury Regulations and SCM prescripts. Traceable working experience in Procurement, Transport and knowledge and understanding of LOGIS system. Knowledge of Supply Chain Management processes and other relevant prescripts. Computer skills, Problem solving, writing skills, Creativity, must be highly motivated, Good understanding of Logistics and Transport management processes and ability to work under pressure. A valid driver's license.

DUTIES

Provide input and implement policies pertaining to departmental vehicles. Manage and Monitor licensing and tracking of all vehicles in the Department. Maintain and monitor the asset register of Departmental vehicles. Perform verification and inspection of departmental vehicles. Monitor maintenance and repairs of all vehicles. Monitor and follow up on all accident incidents. Monitor and follow up on vehicle mismanagement. Monitor processes for applications of subsidy vehicles and the management thereof Monitor and coordinate the payment of all vehicle accounts and reconciliations thereof. Monitor payment of fines to relevant traffic Departments. Provide support and oversee the procurement and operations of the subsidised motor transport scheme. Manage resources and provide all relevant reports.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/76

SENIOR AGRICULTURAL ADVISORS (X6 POSTS)

SALARY

R444 036 – R532 602 per annum (Level 09)

CENTRE

Alfred Nzo Ref No: DRDAR: 50/10/2024
Joe Gqabi Ref No: DRDAR: 51/10/2024 (X2 Posts)
Sarah Baartman Ref No: DRDAR: 52/10/2024
O.R. Tambo Ref No: DRDAR: 53/10/2024
Ecatu & Ratu Ref No: DRDAR: 54/10/2024

REQUIREMENTS

An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP. At least three years' experience in the field of Extension and Advisory Services. A valid driving license. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Computer skills.

DUTIES

Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary

guidance and support to other staff members with and afford staff adequate training and development opportunities. Management of assets.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/77

SENIOR AGRICULTURAL ADVISOR REF NO: DRDAR: 55/10/2024

SALARY

R444 036 – R532 602 per annum (Level 09)

CENTRE

Tardi

REQUIREMENTS

An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP. At least three years' experience in the field of Extension and Advisory Services. A valid driving license. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Facilitator and Assessor skills imperative with Moderator skills being an added advantage. Change management skills. Conflict management. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Computer skills.

DUTIES

Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support to other staff members with and afford staff adequate training and development opportunities. Management of assets.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/78

PROJECT COORDINATOR: PROJECT IMPLEMENTATION AND MANGEMENT SERVICES (PIMS) (X7 POSTS)

SALARY

R444 036 –R532 602 per annum (Level 09)

CENTRE

Joe Gqabi Ref No: DRDAR: 56/10/2024 (X2 Posts)
Sarah Baartman District Ref No: DRDAR: 57/10/2024
Alfred Nzo District Ref No: DRDAR: 5811/2024
O.R. Tambo District Ref No: DRDAR: 59/10/2024
Chris Hani District Ref No: DRDAR: 60/10/2024
Amathole District Ref No: DRDAR: 61/10/2024

REQUIREMENTS

A qualification at NQF level 7 in Project Management. Three (3) years' relevant experience with infrastructure project management. Good written and verbal communication skills. Ability to compile and manage budgets, control cash flow, institute risk management and administer procurement processes. Knowledge of the best practices of Infrastructure Delivery Management System (IDMS)/ Project Management Best Practices. EPWP guidelines Public Service Regulatory Framework. Good organising & facilitation skills, verbal and written communication skills. Good interpersonal Skills. Ability to work in a pressurised environment. Innovative thinking. Effective time management. Problem-solving ability. Proficiency in Microsoft Office. A valid driver's license is essential.

DUTIES

Facilitate project planning from the local municipality level. Develop Project Management and Implementation plans. Facilitate approval of projects by various committees. Compile credible infrastructure project budgets, Cash flow Projections and Management thereof for the district. Ensure adherence to the district planning schedule. Develop and Maintain Project database. Monitor project implementation to ensure it is in line with project plans. Facilitate procurement processes for projects. Compile project reporting in line with all relevant legislation and procedures. Conduct project visits for planning and monitoring purposes as well as site handovers and participate in site meetings. Oversee data collection and update online information systems (EPWP, IRM and other departmental systems). Provide advice and guidance to beneficiaries on project implementation matters. Conduct verification and validation of collected information in conjunction with other stakeholders. Facilitate proper geo-referencing of projects. Compile performance reporting (monthly, quarterly and annually), including conditional grants.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/79

DATABASE DEVELOPER REF NO: DRDAR: 62/10/2024

(Re-advertisement - Candidates who previously applied are encouraged to re-apply)

SALARY

R376 413 – R443 403 per annum (Level 08)

CENTRE

Bhisho

REQUIREMENTS

A qualification at NQF level 6 in Information and Communication Technology or B. Com in Information Systems / Financial Information Systems. MCDDBA will be an added advantage. A

minimum of 2 years' experience in designing, implementing, and administering Databases (MS SQL/Oracle), SQL Server Reporting Services or Crystal Reports, .NET (C#), ASP, and Microsoft BI Development Studio. Experience with schema design, ERD's, stored procedures, triggers, views, functions, data modelling, and reporting services. Hands-on database development/design experience including logical and physical modelling. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license.

DUTIES : Administer and Design databases that include administrative and control database access, Database Backup and Recovery, Database maintenance, Database Performance Management, Database Capacity Management, Data Integrity, Database System Software Maintenance, Application Software Maintenance, Database Creation, and Database Design. Design database schema and ERDs. Ensure that change control processes are adhered to.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/80 : **SENIOR PERSONNEL PRACTITIONER: HR UTILISATION AND CAPACITY DEVELOPMENT REF NO: DRDAR: 63/10/2024**

SALARY : R376 413 – R443 403 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF 6 in Human Resource Management/ Human Resource Development. 2-3 years' experience in the HR utilization and capacity development environment. Knowledge of the Public Service Regulations and Public Service Act. Knowledge of HR legislation and policies and Performance Management and Development. Planning and organizing, good interpersonal and presentation skills, verbal and written communication. A valid driver's license.

DUTIES : Provide support for training and development interventions. Administer the Compulsory Induction Programme, coordinate adult education programmes. Administer and maintain an effective database for training plans and reports. Implement the Workplace Skills Plan and training programmes. Identify training interventions in line with the skills audit/ need analysis undertaken. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g. SETAs). Render PMDS support services. Capture Performance Agreements on PERSAL, quality assurance of PMDS documents and ensure PMDS compliance. A valid driver's license.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/81 : **NETWORK CONTROLLER REF NO: DRDAR: 64/10/2024 (X2 POSTS)**

SALARY : R376 413 – R443 403 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF level 6 in Information and Communication Technology. 3-5 years' relevant experience. Good communication and report writing skills. Ability to conduct research. Computer skills. Ability to work under pressure. A valid driver's license.

DUTIES : Implement and monitor service level agreements. Render first line technical support to users on transversal systems and network applications. Develop and manage the updating of a user's database Advise and empower users on fault reporting and ICT issues. Ensure compliance with the Information Security System and relevant policies and procedures.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/82 : **HUMAN RESOURCE PRACTITIONER: EMPLOYEE HEALTH WELLNESS REF NO: DRDAR: 65/10/2024**

SALARY : R376 413 – R443 403 per annum (Level 08)
CENTRE : Joe Gqabi (Maletswai)
REQUIREMENTS : A qualification at NQF level 6 in Social Work/ Psychology/Safety Management/Environmental Health or equivalent qualification. At least minimum of 3-5 years' relevant experience. Knowledge of Public Service Employee Health Wellness Programmes, Knowledge of the Occupational Health and Safety Act 85 of 1993 and Regulations, Public Service legislative regulatory framework and policies. Good communication, report writing, facilitation, co-ordination, liaison, and networking skills. Ability to conduct research. Computer skills. Good interpersonal skills and verbal and written communication skills. A valid driver's license.

DUTIES : To render employee wellness services to the district. Implement the Safety, Health, Environment, Risk and Quality Policy (SHERQ). Coordinate the implementation of the Employee Wellness Strategy of the Department. Implement departmental policies on EHWP. Render advice to management on request. Implement special programs in line with departmental policies. Facilitate counselling and referral services for staff on request or when deemed appropriate. Manage the implementation of EHW projects. Support and supervise peer and educators /counsellors, SHE representatives and OHS Functionaries. Coordinate and ensure the functionality of the OHS governance.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

<u>POST 40/83</u>	:	<u>DISASTER RISK MANAGEMENT OFFICER REF NO: DRDAR: 66/10/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Disaster Management and or specializing with a relevant Disaster Management qualification. Computer literacy; Understanding of legislative: Disaster Management Act 57, 2002, District Disaster Management Plans and Frameworks; Good communication skills and analytical skills; Influential; Innovative; Ability to work under pressure; Interpersonal skills; Negotiation skills. A valid driver`s license.
<u>DUTIES</u>	:	Ensure there is disaster risk assessment, risk reduction plans for common agriculture-related disasters including business continuity. Ensure rapid and immediate response to reported incidents. Facilitate distribution of relief materials. Coordinate specific administrative and reporting Requirement associated with the key performance and result indicators of the functionality. Maintain an acceptable level of preparedness. Manage disaster response, relief and recovery activities. Promotes safety management at events. Conduct awareness campaigns and disseminate advisories on impending disaster. Engage with affected communities to develop disaster reports. Oversee plan implementation during disasters. Liaise with government bodies and stakeholders. Advise on policy decisions and supervise staff.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity requirement.
<u>POST 40/84</u>	:	<u>AGRICULTURAL ADVISOR (X7 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Joe Gqabi District Ref No: DRDAR: 67/10/2024 (X3 Posts) Alfred Nzo District Ref No: DRDAR: 68/10/2024 (X2 Posts) Sarah Baartman Ref No: DRDAR: 69/10/2024 (X2 Posts)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Computer literate. Valid driver`s license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Performs an operational technical role for the Department related to Agriculture Development. Give practical advice to farmers. Coordination of agricultural activities. Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity requirement.
<u>POST 40/85</u>	:	<u>AGRICULTURAL ADVISOR REF NO: DRDAR: 70/10/2024</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Tardi
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Computer literate. Facilitator and Assessor skills imperative with Moderator skills being an added advantage. Valid driver`s license.
<u>DUTIES</u>	:	Perform an operational technical role for the Department related to Agriculture Development. Give practical advice to farmers. Coordination of agricultural activities. Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity requirement.

<u>POST 40/86</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: DRDAR 71/10/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A qualification at an NQF level 6 in Labour Relations / Labour Law/Human Recourses Management. Minimum of 2 -3 years' experience in Labour Relations / Labour Law environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/87</u>	:	<u>ANIMAL HEALTH TECHNICIAN (X11 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Alfred Nzo District (Ntabankulu, Mbizana) Ref No: DRDAR: 72/10/2024 (X2 Posts) Chris Hani District (Intsika Yethu) Ref No: DRDAR: 73/10/2024 O.R. Tambo District (Umthatha, Port St Johns) Ref No: DRDAR: 74/10/2024 (X2 Posts) Amathole District (X2 Zwelitsha, Dutywa, Fort Beaufort, Butterworth & EL) Ref No: DRDAR: 75/10/2024
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician will be required on or before the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician regarding animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirement.
<u>POST 40/88</u>	:	<u>GIS TECHNICIAN (PRODUCTION) REF NO: DRDAR: 76/10/2024</u>
<u>SALARY</u>	:	Grade A: R316 536 - R337 791 per annum, (OSD)
<u>CENTRE</u>	:	Dohne & Amathole
<u>REQUIREMENTS</u>	:	Diploma in GIS, Cartography or relevant qualification. Three (3) years post-qualification technical GIS experience. Compulsory registration with PLATO as GISc Technician. A valid driver's license. Understanding of GISc applications and special data queries. Knowledge and capability of GIS software. Understanding of technologies such as GPS. Photogrammetry and remote sensing. Problem-solving and analysis. Planning, organising and execution. Project Management.
<u>DUTIES</u>	:	Perform technical GISc activities. Source spatial information from various data custodians. Capture and clean spatial data from various format and sources. Perform data manipulation according to application Requirement. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational/ object orientated databases. Produce customized maps to meet client's needs. Advise on GISc equipment, software, data and products. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISc forums. Maintain GISc unit effectiveness by way of maintenance of GISc tools. Training of End - users in basis GISc,

skills. Compilation of content for web publishing, capturing of metadata, updating of GISc software and renewal of licenses.

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirement.
<u>POST 40/89</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION) REF NO: DRDAR: 77/10/2024</u>
<u>SALARY</u>	:	R371 253 – R396 522 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi (Maletswai)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Engineering or relevant qualification. At least 3 years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician A valid driver's license.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirement. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering Operational Plan. Supervise technical and related personnel. Manage assets. Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/90</u>	:	<u>ARTISAN FOREMAN GRADE A (DIESEL MECHANICAL) REF NO: DRDAR: 78/10/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	R362 130 per annum, (OSD)
<u>CENTRE</u>	:	Chris Hani
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as Diesel Mechanic. Minimum of 5 year's post qualification experience as an Artisan Diesel Mechanic. Good writing and verbal communication skills. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirement and regulations. Supervise and mentor staff. Planning of resources. Scheduling of works. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/91</u>	:	<u>VETERINARY TECHNOLOGIST (X4 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Chris Hani (Komani X2 Posts, Middleburg X1 Post) Ref No: DRDAR: 79/10/2024 Sarah Baartman (Makhanda) Ref No: DRDAR: 80/10/2024
<u>REQUIREMENTS</u>	:	A Bachelor's degree or Advanced Diploma in Veterinary Technology (NQF 7), registration with the South African Veterinary Council and a valid code EB driver's license. 1- 2 years' experience in a veterinary laboratory environment. Knowledge of Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, Meat Safety Act, Fertilizer, Farm Feeds and Related Substances Act, Medicines and Related Substances Control Act, Animal Identification Act, Livestock Improvement Act, Animal Protection Act, Performing Animal Protection Act, Public Service Act, RSA Constitution, Public Service Regulations, ISO/IEC 17025:2017 General Requirement for the competence of testing and calibration laboratories, good laboratory practice, Labour Relations Act, EPMDS, and Basic Conditions of Employment Act. Skills: Disease diagnostics, auditing, project management, presentation, organizational, communication, conflict management, language, listening, presentation, analytical thinking, interpersonal relations, computer, research, time management, report writing and problem solving.
<u>DUTIES</u>	:	Render a veterinary laboratory diagnostic service. Populate databases, e.g. LIMS, to provide veterinary statistics for national and international planning. Keep up to date with regard to the

applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary diagnostic laboratory service. Perform administrative and related functions. Supervise resources.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/92 : **HR CLERK SUPERVISOR – HR PROVISIONING (X4 POSTS)**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Bhishe Ref No: DRDAR: 81/10/2024
: Chris Hani (Komani) Ref No: DRDAR: 82/10/2024
: Alfred Nzo (Maluti) Ref No: DRDAR: 83/10/2024
: Dohne Ref No: DRDAR: 84/10/2024

REQUIREMENTS : A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration/Management including PERSAL Certificate/s. Knowledge of and proven experience in utilising PERSAL. Sound knowledge of the Public Service legislation, i.e., Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Good verbal and writing skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health Retirement (PILIR), leave management, service benefits, and service terminations. Proficiency in MS Office (Excel and Word). A valid driver's license.

DUTIES : Implement and maintain Human Resource administration practices. Render administrative functions including, recruitment and selection of staff, appointments, verification of qualifications, vetting of candidates, secretarial functions for interviews, etc. Coordinate the PMDS. Handle HR enquiries. Assist with the preparation of reports on human resource administration issues and statistics. Supervise the implementation and maintenance of human resource administration practices concerning HR Provisioning. Coordinate recruitment and selection; Coordinate implementation of appointments; Implement transfers; Conduct verification of qualifications; Provide secretariat functions at interviews. Administer probations, resettlement, salary structuring, acting allowances and pay progression. Implement grade progression. Approve transactions on PERSAL according to delegations.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/93 : **STATE ACCOUNTANT: SUSPENSE ACCOUNT REF NO: DRDAR: 85/10/2024**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Chris Hani (Komani)

REQUIREMENTS : A qualification at NQF level 6 in Financial Management/ Public Finance/ Economics. Two (2) years' experience in Finance and/ or related field. Proven experience related to budget planning and implementation. A valid driver's license.

DUTIES : Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections and assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Analyse and check completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Provide monthly IYM analysis findings. Loading of approved budget on BAS. Implementation of signed shifting, virements and rollovers. Correction of misallocations through journals on the system.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/94 : **STATE ACCOUNTANT: SALARIES REF NO: DRDAR: 86/10/2024**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Joe Gqabi

REQUIREMENTS : A qualification at NQF Level 6 in Financial Management/ Accounting/ Cost and Management Accounting / B Com Accounting/ Financial Information Systems / Internal Auditing. Two (2) years' experience in Finance and/ or related field. Good knowledge of the PFMA and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g. BAS and PERSAL. Knowledge of budgeting and vote account. Computer skills. Good verbal and written communication skills. Problem solving skills. A valid driver's license.

DUTIES : Administer staff salary matters. Receive and check all claims submitted by HR. Process payment of employee benefits. Process other salary related claims. Handle all salary related enquiries. Payroll support. Receive and sort pay slips and IRP files when necessary. Send e-mails to appointed pay-point managers. Distribute pay slips to pay-point managers. Prepare MS Excel spreadsheet for all returned payrolls. Do follow up on unreturned payrolls. Safekeeping of salary related files and payment vouchers. File all salary related payment documents. Submit salary BAS payment vouchers to Registry for safekeeping.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066

<u>POST 40/95</u>	:	<u>COMMUNICATION OFFICER REF NO: DRDAR: 87/10/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A qualification at NQF 6 in Journalism/Communication or equivalent as recognized by SAQA. Three (3) years relevant experience. Computer literacy, verbal, good writing and journalistic skills for media is essential. Must have ability to liaise with stakeholders in the relevant field. Valid Driver's license.
<u>DUTIES</u>	:	Design, compile and edit departmental magazine, internal and external newsletter covering departmental programs and projects. Organize talk shows/media briefings/writing articles/previews and advertorials for marketing the department. Media monitoring- analysis and keeping of press clippings in order to check perceptions within the mainstream media and advise management on responses. Media planning - placing adverts on print and electronic media, jingles and co-ordinate television coverage for the Department.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/96</u>	:	<u>HR CLERK SUPERVISOR: CONDITIONS OF SERVICE REF NO: DRDAR: 88/10/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Tardi (Tsolo)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. Knowledge of and proven experience in PERSAL will be an advantage. Sound knowledge of the Public Service legislation, i.e., Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Good verbal and writing skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health Retirement (PILIR), leave management, service benefits, and service terminations. Proficiency in MS Office (Excel and Word). A valid driver's license.
<u>DUTIES</u>	:	Administer the implementation of service benefits. Process leave applications, leave gratuity, and leave discounting. Conduct quarterly leave reconciliation. Process online withdrawal of pension benefits. Ensure accurate and updated capturing of data on PERSAL. Quality assures application forms for resignation, retirement, and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Facilitate the implementation of PILIR in the Department. Draft correspondence for approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on the PILIR Steering Committee.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/97</u>	:	<u>ARTISAN (PRODUCTION) MECHANICAL GRADE A (X3 POSTS)</u>
<u>SALARY</u>	:	R230 898 per annum, (OSD)
<u>CENTRE</u>	:	Chris Hani District (Komani) Ref No: DRDAR: 89/10/2024 (X2 Posts) Dohne Ref No. DRDAR: 90/10/2024
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as Diesel mechanic. Knowledge of OHSA Act. Five years post qualification experience as an Artisan. Knowledge of operation of tractors and farm equipment, tools and materials. A valid driver's license.
<u>DUTIES</u>	:	Maintain and repair technical faults related to mechanical according to standards. Test repair tractors and/or equipment against specifications. Service tractors and/or equipment according to schedule. Quality assures serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/98</u>	:	<u>ACCOUNTING CLERK: SUSPENSE REF NO: DRDAR: 91/10/2024</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Alfred Nzo (Maluti)
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 4 in Commerce/Accounting/ Financial Management or equivalent qualification. Knowledge of Suspense / Bookkeeping practices. Computer skills (MS Word and Excel). Competencies: Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Knowledge of Basic Accounting System. (BAS) Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.
<u>DUTIES</u>	:	Perform daily bank reconciliations on an online BAS functionality, reconciliation of debtors accounts, process debt take on entries on BAS and perform month & year-end closure on the system. Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions / expenditure misallocations / Debt suspense entries. Arrange

proper record keeping and filing of source documents for Bookkeeping and suspense sections. Attend and prompt reply to audit queries of the sections. Provide the required financial information for audit purposes as and when needed by management and auditors.

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to youth in accordance with the department employment equity requirement.
<u>POST 40/99</u>	:	<u>REGISTRY CLERK (MEC SUPPORT) REF NO: DRDAR: 92/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05) Bhisho National Senior Certificate, NQF Level 4. Knowledge of record keeping record management and registry practices and archival procedures. Computer skills. Knowledge of general administration in the Public Service. Knowledge of the handling, safekeeping, and disposal of files. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Perform a variety of administrative duties such as opening mail and distribution thereof to relevant offices. Retrieving and distribution of files. Filing of documents. Safekeeping of documents. Maintenance of various registers in accordance with the File Plan and Electronic Document Management System. Operate office equipment. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/100</u>	:	<u>DATA CAPTURER (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R183 279 – R215 892 per annum (Level 04) O.R. Tambo Ref No: DRDAR: 93/10/2024 Amathole Ref No: DRDAR: 94/10/2024 Chris Hani Ref No: DRDAR: 95/10/2024 Alfred Nzo Ref No: DRDAR 96/10/2024 Sarah Baartman Ref No: DRDAR 97/10/2024 Joe Gqabi Ref No: DRDAR 98/10/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 4 with relevant post matric certificate in computer Operation/practice. Data capturing knowledge: Analysis of Raw Data. Certificate in computer literacy. Managing files & records. Designing Forms and backup systems.
<u>DUTIES</u>	:	Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spreadsheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data. Provide data management services. Make regular backups of data. Update registers and statistics Provide record-keeping services. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth and People with Disabilities in accordance with the department employment equity requirement.
<u>POST 40/101</u>	:	<u>LABORATORY ASSISTANT REF NO: DRDAR 99/10/2024 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 – R215 892 per annum (Level 04) Sarah Baartman (Makhanda) Grade 12 or equivalent qualification (with science and maths). Knowledge of Laboratory environment. Computer skills. Willingness to work with animals and animal specimens, teamwork and good communication. Understanding of Occupational, Health and Safety.
<u>DUTIES</u>	:	Prepare samples for the determination of i.e. chemical residues, pH, EC, mycology etc. Perform routine analysis of samples under mentorship/supervision of senior personnel. Perform basic maintenance on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirement.
<u>POST 40/102</u>	:	<u>FARM FOREMAN REF NO: DRDAR 100/10/2024</u>
<u>SALARY CENTRE</u>	:	R183 279 – R215 892 per annum (Level 04) Dohne

<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 3 – Grade 7). Six (6) years' experience in the farming environment, Driver's license. Knowledge, Competencies and skills: Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Ensure management of natural resources i.e., Extinguishing fire, Grading of boundary fence and roads, Grading of Firebreaks, patrolling of the farm. Coordinate farming activities i.e., supply water to livestock, minor repairing of machineries, service. Oversee the execution of routine activities in respect of crop production. Oversee the execution of routine activities in respect of livestock, Machineries and equipment i.e., maintenance of farm machineries, disposing of wastes, maintenance of water reticulation facilities. Perform general activities in respect of infrastructure.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/103</u>	:	<u>TRADESMAN AID (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R155 148 – R182 757 per annum (Level 03) Joe Gqabi (Senqu-Sterkspruit) Ref No: DRDAR 101/10/2024 Chris Hani (Land Use Management) Ref No: DRDAR 102/10/2024
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. At least 1 to 2 years' experience in general maintenance and workshop practices. A valid driver's license. Good technical problem-solving abilities. Must be able to communicate in English. Basic knowledge of Health and Safety, First Aid.
<u>DUTIES</u>	:	Site work, maintenance of office-related infrastructure (lights, switchgear), maintenance of water-related equipment (pumps, valves, slices, cranes). Perform any work activities as assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/104</u>	:	<u>COMMUNITY ANIMAL HEALTH WORKER (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R155 148 – R182 757 per annum (Level 03) Amathole District (Butterworth, Ngqamakwe, Centane, Elliodale) Ref No: Drdar:103/10/2024 (X4 Posts) Chris Hani (Engcobo, Emalahleni) Ref No: DRDAR: 104/10/2024 (X2 Posts) Alfred Nzo (Mount Ayliff) Ref No: DRDAR: 105/10/2024 Joegqabi (Elundini) Ref No: DRDAR: 106/10/2024 O.R. Tambo Ref No: DRDAR: 107/10/2024
<u>REQUIREMENTS</u>	:	Grade 10/Standard 8. Related experience in community dipping functions. Preference will be given to local qualifying candidates.
<u>DUTIES</u>	:	Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tank repairs. Ensure that dipping material is safe guarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/105</u>	:	<u>DRIVER/MESSENGER (MEC SUPPORT) REF NO: DRDAR: 108/10/2024</u>
<u>SALARY CENTRE</u>	:	R155 148 – R182 757 per annum (Level 03) Bhisho
<u>REQUIREMENTS</u>	:	Basic education (literacy and numeracy) or NQF Level 3. A valid driver's license is essential. . Good understanding of routes in-between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to and must pass a compulsory driving competency test.
<u>DUTIES</u>	:	Driving of State vehicles. Collect, deliver and distribute documents and parcels for the office of the executive authority. Transport employees in the office of the executive authority and guests of the executive authority. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled. Render a general support function in the office of the executive authority.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/106</u>	:	<u>GENERAL ASSISTANT - VET LABORATORIES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R131 265 - R154 626 per annum (Level 02) Chris Hani District Ref No: DRDAR: 109/10/2024 (X2 Posts) Sarah Baartman (Makhanda) Ref No: DRDAR: 110/10/2024 (X2 Posts)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. Good communication skills. Ability to work shifts including weekends and public holidays. Be able to work on a rotation basis. Honest and reliable. Be in good health to cope with the physical demands of the position. Be able to work in a team.

- DUTIES** : Perform general assistant work: Off and on loading of furniture, equipment, and any other goods. Cleaning of government vehicles. Cleaning of buildings, offices, Labs, equipment and machinery. Responsible for collection, storage and disposal of medical waste. Safeguard building master and spare keys. Oversee and prepare boardrooms for meetings and gatherings. Empty dustbins in all designated areas. Remove office items/furniture from one area to another for effective cleaning. Store and safeguard cleaning materials and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Preference will be given to Youth in accordance with the department employment equity Requirement.
- POST 40/107** : **FOOD SERVICE AID: (MEC SUPPORT) REF NO: DRDAR: 111/10/2024**
- SALARY** : R131 265 -R154 626 per annum (Level 02)
- CENTRE** : Bhishe
- REQUIREMENTS** : ABET level 4. Working knowledge of hospitality methods, material and equipment. Communication skills. Interpersonal skills. Basic literacy. Time management. Ability to work according to schedule in the relevant Executive Authority work environment.
- DUTIES** : Clean and set up kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Set up and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and reporting waste and losses.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za