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Department:
**Rural, Environment and Agricultural
Development**
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

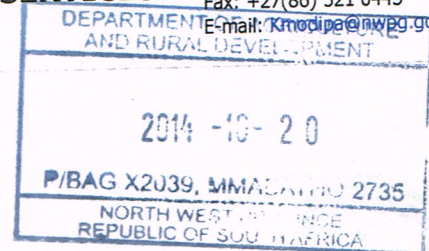


AgriCentre Building
Cnr. Dr. James Moroka
and Stadium Rd
Private Bag X2039,
Mmabatho 2735

CHIEF DIRECTORATE: CORPORATE SERVICES
HUMAN RESOURCE MANAGEMENT

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Fax: +27(86) 521 0443

E-mail: Kmodipa@nw.gov.za



Ref: 3/6/2

Enq: H.J Setzin

Tel: 018 389 5682

TO : ALL NORTH WEST PROVINCIAL DEPARTMENTS

**VACANCIES IN THE DEPARTMENT RURAL, ENVIRONMENT AND
AGRICULTURAL DEVELOPMENT - CIRCULAR 10 OF 2014**

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

APPLICATIONS : The Head of Department, Department of Rural,
Environment and Agricultural Development

NOTE : Applications must be submitted on form Z83, obtainable
from any Public Service department or on the internet at
<http://www.info.gov.za/documents/forms/employ.pdf> and be
accompanied by a recently updated, comprehensive CV as
well as copies of all qualification(s) (Matric certificate must
also be attached), ID document and driver's licence. Non-

RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short - listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a competency assessment. Successful candidates will be appointed on probation period of 12 months. The Department reserves the right not to make appointments for the advertised posts.

Applications, quoting the relevant reference, should be forwarded as follows:

For Mafikeng - Head Office

The Director Human Resource Management, Department of Rural, Environment and Agricultural Development, Private Bag X2039, Mmabatho, 2735 or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Road, Mmabatho, for the attention of Ms Mmabatho Mothibi

For Structured Agricultural Training and Empowerment

The Director - Structured Agricultural Training and Empowerment, Department of Rural, Environment and Agricultural Development, Private Bag X804 Potchefstroom, 2520 for the attention of Ms Masego Matshane

For Dr Ruth Segomotsi Mompoti District Services

The District Director, Department of Rural, Environment and Agricultural Development, P. O. Box 112, Vryburg, 8600 for the attention of Ms Maggy Maretela

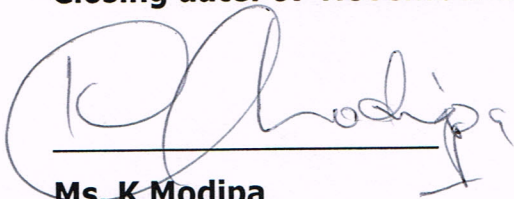
For Bojanala District Services

The District Director, Department of Rural, Environment and Agricultural Development, P. O. Box X 82070, Rustenburg, 0300 for the attention of Ms Ipeleng Maponyane

For Ngaka Modiri Molema (Mafikeng) District Services

The District Director, Department of Rural, Environment and Agricultural Development, Private Bag X106, Mmabatho, 2735 for the attention of Ms Canny Matheolane.

Closing date: 07 November 2014



Ms. K Modipa

Acting Chief Director - Corporate Service

2014-10-17

Date

DEPARTMENT OF RURAL, ENVIRONMENT AND AGRICULTURAL DEVELOPMENT

DIRECTORATE - STRUCTURED AGRICULTURAL TRAINING AND EMPOWERMENT

Deputy Director (Campus Head): Taung Agricultural College
Salary: All-inclusive salary package of R 532 278 per annum
(Level 11) (Ref. NWREAD: 06/10/14)
Taung Agricultural College

Requirements: *NQF Level 7 formal qualifications in Agriculture (Applicable Master's Degree in Agriculture or Administration or HRM will serve as a strong advantage *Proven and demonstrable lecturing experience within the Higher Education and Training milieu, preferably at a College of Agriculture of at least 6 years *Proven and demonstrable agricultural production (farming and related fields) practical knowledge and experience *Above average knowledge and experience in HET curriculum as well as QMS setting and implementation *Experience of proven large scale crop production experience of both dry land and under irrigation *Proven track-record of managing and implementing large scale capital projects

Duties: *Comprehensive management of Taung Agricultural College as an Institution of Higher Learning in terms of Chapter 3 of the Higher Education Act, 1997 and harmonious administration of the College *Unbiased implementation of the College Quality Management System towards delivery of a credible Diploma in Agriculture in Irrigation compliant to Higher Education norms and standards * High level planning and administration of the College budget compliance to the PFMA, PPPFA, DORA, Treasury Regulations and the NW READ Financial Delegations *Human capital development mentoring and management as prescribed by PSA, BCEA, LRA, PSR and related associated and human capital subordinate legislations, Provincial policies guidelines and directives mindful at all times of the NW READ Human Resources Management Delegations *Comprehensive students recruitments and administration to ensure Taung Agricultural College excels as an Institution of choice in Agriculture thereby ensuring upkeep of students facilities and infrastructure;

Enquiries: Mr D Serage, tel: (018) 299 - 6816

Assistant Director - Arable Farming
Salary: R 270 804 per annum (Level 09) (Ref. NWREAD: 07/10/14)
Taung Agricultural College

Requirements: *Masters Degree in Soil Science coupled with proven and demonstrable experience in agronomy or Irrigation OR Masters Degree in Agronomy coupled with proven demonstrable experience in Soil Science or Irrigation OR Masters Degree in Irrigation with proven demonstrable experience in Soil Science or agronomy
*Minimum of 6 years in HET (Agric College/university) lecturing experience of which 2 years should be in either Soil Science or Agronomy lecturing *Proven Ability to multi-task and demonstrable skills of operating applicable farm implements and mechanization *Above average fluency in English and one of either Setswana or Afrikaans *Valid unendorsed Drivers licence and proven ability to drive a motor vehicle
*The following will serve as advantages : Registration with SACNASP, up to at least a Candidate Natural Scientist *Membership with a relevant Scientific Bodies i.e. SASHS, SSSSA, etc *College lecturing experience

Duties: *Supervise the development, constant review of syllabi in Soil Science, Agronomy, Horticulture and Irrigation as well as associated supervision of lecturers in these fields *Implement and operate Water and Soil Science Laboratory for students training as well as addressing the farming community water and soil analysis needs *Implement the College Comprehensive Arable Farming Management Plan *Present lectures in exit level subjects and specialists Assignment of Experiential Training students in Soil Science, Agronomy, Irrigation and Horticulture *Serve as an Internal Moderator and 2nd Examiner in all fields under Arable Farming Department and ensure constant liaison with External Moderators *Ensure comprehensive integration of the College Arable Farming component with the rest of the College curriculum

Enquiries: Mr D Serage, tel: (018) 299 - 6816

Senior Lecturer - Pasture Science
Salary: R 270 084 per annum (Level 09) (Ref. NWREAD: 08/10/14)
Taung Agricultural College

Requirements: *Masters Degree in Agriculture with proof of having registered and passed Pasture Science or related subject at Junior Degree level *Minimum of 6 years in HET (Agric College/university) lecturing experience of which 2 should be in any field of Pasture Science *Above average fluency in English and one of either Setswana or Afrikaans *Valid unendorsed Drivers licence and proven ability to drive a motor vehicle
*The following will serve as advantages : Registration with SACNASP, up to at least a Candidate Natural Scientist, Membership with a relevant Scientific Bodies i.e. SASHS, SSSSA, etc and College lecturing experience

Duties: *Supervise the development, constant review of syllabi in Veld Management and Pasture Science as well as associated supervision of lecturers and support

personnel in these fields *Act as the Manager of the College's Fodder Flow Planning and ensures sustainable fodder supply to the entire College livestock *Ensure development of the College fodder bank, and assume the responsibility of all paddocks and related fodder production fields, equipments and associated infrastructure *Ensure incorporation of fodder planning and production into the students practical training curriculum *Present lectures in exist level and Specialist Assignments in Veld Management, Fodder Flow Planning & Pasture Science *Serve as an Internal Moderator and 2nd Examiner in all fields under Pasture Science and ensure constant liaison with External Moderators and the associated industry *Ensure comprehensive integration of the Fodder Flow Planning with the rest of the College curriculum

Enquiries: Mr D Serage, tel: (018) 299 - 6816

DIRECTORATE - DR RUTH SEGOMOTSI MOMPATI DISTRICT SERVICES
Assistant Director (LDC Manager): Agricultural Extension
Salary: R 270 804 per annum (Level 09) (Ref. NWREAD: 07/10/14)
Naledi (Vryburg) Local Development Centre

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

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

Enquiries: Mr AJ Dire, tel: (053) 927-1809/ 0432/4

State Accountant Payments

Salary: R 183 438 per annum (Level 07) (Ref. NWREAD: 08/10/14)
Dr Ruth Segomotsi Mompoti (Vryburg) District Office

Requirements: *Bachelor's Degree or National Diploma in Financial Accounting
*Minimum three (3) years' experience in Financial Accounting Environment *Good understating of the PFMA, Treasury Regulations and DORA *Understanding of financial procurement and payment process *Exposure to the BAS/Walker PAYMENR systems
*Good command of Microsoft Excel and Word packages *Valid driver's licence will be an added advantage *Ability to work under pressure.

Duties: *Reconciliation of departmental creditors accounts *Payment remittance
*Liaise with creditors on long outstanding accounts *Attend to all system payments rejections.

Enquiries: Mr N Taetso, tel: (053) 927 – 0435

DIRECTORATE - BOJANALA DISTRICT SERVICES

Assistant Director (LDC Manager): Agricultural Extension

Salary: R 270 804 per annum (Level 09) (Ref. NWREAD: 09/10/14)
Rustenburg/Kgetleng Local Development Centre

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

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

Enquiries: Mr IC Tsele, tel: (014) 555 - 5785/6

Driver / Messenger
Salary: R 103 497 per annum (Level 04) (Ref. NWREAD: (10/10/14))
Moretele Local Development Centre

Requirements: *Grade 12 qualification with 12 months relevant experience *A public drivers permit (PDP) will be an added advantage *Knowledge of the procedures to operate the vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre) *Knowledge of the prescripts for the correct utilisation of the vehicle e.g. how and for what purposes can the vehicle be utilised, what is the requirements for the storage of the vehicle *Knowledge of the procedures to ensure that the vehicle is maintained properly *Valid code 8 or 10 driver's license.

Duties: *Collect and deliver documents between the LDC and its stakeholders *Collect and deliver official documents between District and Head Offices and the other related offices *Transport officials to and from official workshops *Assist with the transport of goods to and from LDCs *Assist with the successful execution of functions in the registry office *Keep and maintain a register of documentation received and delivered.

Enquiries: Mr D.Sebidi, tel: (012) 714 – 3904

DIRECTORATE - NGAKA MODIRI MOLEMA DISTRICT SERVICES
Agricultural Advisor
Salary: R 227 802 per annum (Level 08) (Ref. NWREAD: 11/10/14))
Tswaing Local Development Centre

Requirements: *A Bachelor's degree in an Agricultural field *Must have business plan development skills *An insight of project management skill will be an added advantage *Good communication and listening skills *Computer literacy (MS Word, Excel and Power Point) *A valid driver's license.

Duties: *Provide extension advisory services and aftercare in the LDC and technology transfer to all farmers *Develop and implement departmental programmes and projects in the area of deployment *Compile project concept for business plan development *Monitor and evaluate progress on all activities of the projects *Maintain a database of projects, farmers and farming activities *Capacity building of farmers and improving farming practices *Liaise with other Departments, Municipalities and NGO's *Compile regular reports.

Enquiries: MrA. Shoai tel: (053) 948 – 0061

OFFICE OF THE HEAD OF DEPARTMENT

Administration Officer

Salary: R 183 438 per annum (Level 07) (Ref. NWREAD: 12/10/14)

Mahikeng - Head Office

Requirements: *Recognised Bachelor's degree/diploma in Public Administration and 3 years administrative experience *Knowledge and understanding of Supply Chain Management policies and procedures *Financial management skills *A dynamic and confident person with good interpersonal and communication (verbal and written) skills *Computer literacy in Word, Excel and PowerPoint *Good organisational skills *The ability to work under pressure *The ability to write submissions and organise office correspondence.

Duties: *Supervise the cleaning, messenger services and filing of documents in the HOD's office *Maintain and safeguard the assets of the HOD's office *Procure goods and services for the office *Take minutes and compile an action list of office meetings *Keep records of financial transactions and report thereof *Follow up on documents referred to various offices *Organise meetings and keep record for all stakeholders in the rural, environment and agricultural development field.

Enquiries: Ms A Dikolomela, tel: (018) 389 – 5990

CHIEF DIRECTORATE - FINANCIAL MANAGEMENT

Personal Assistant to the CFO

Salary: R 183 438 per annum (Level 07) (Ref. NWREAD: 13/10/14)

Mahikeng - Head Office

Requirements: *A recognised 3 year post matric qualification in Office Management coupled with 3-5 years relevant experience in the office administration *A dynamic and confident person with good interpersonal and skills *Good communication skills (verbal and written) with ability to communicate well with people at different levels and background* High level of computer literacy in MS Word, Excel and Power-point *Good planning and organisational skills *The ability to work under pressure

Duties: *Provide secretarial/receptionist support to the Chief Financial Officer *Render administrative support services * Provides support to the CFO regarding meetings and coordinates logistical arrangements for meetings when required *Records minutes / decisions and communicates to the relevant role-players, follow-up on progress made * Ensure the safekeeping of all documentation in the office of the manager in line with

relevant legislation and policies *Collects and coordinate all documents that relates to the manager's office budget *Handles the procurement of standard items like stationary, refreshments etc for the activities of the manager *Draft documents as required *Obtains the necessary signatures on documents like procurement advices and reports etc.

Enquiries: Mr P Mothupi, tel: (018) 389 - 5495