



agriculture, environmental affairs,  
rural development and land reform

Department:  
agriculture, environmental affairs,  
rural development and land reform .  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

**NORTHERN CAPE DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFORM**

**APPLICATIONS** : All applications can be courier to the following address or hand delivered to: Recruitment and Selection unit: 162 George Street, Kimberley, 8301 or email to: [blommiejacobs@ncpg.gov.za](mailto:blommiejacobs@ncpg.gov.za) or [tpika@ncpg.gov.za](mailto:tpika@ncpg.gov.za)

Applicants may also use the following addresses to hand delivered or post to the following District Offices of the Department:

**DE AAR:** 5 Station & Alexander Street, De Aar 7000, Tel: 0536310074

**KURUMAN:** 6236 Kgost Mothibi Street, Mothibistad, KURUMAN, 8460, Tel: 0537121062

**SPRINGBOK:** 2 Hospital Street, Springbok, 8240, Tel: 0277121315

**UPINGTON:** Louisval Weg Die Eiland Navorsing Stasie, Upington, 8800, Tel: 0543378700

**FOR ATTENTION:** Mrs. L. Phayane, Manager: Human Resources. Tel nr: 0876300387, ext 134,186,185

**CLOSING DATE:** 18 AUGUST 2023, 4PM

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 originally signed; Clear indication of the post, reference number and town that is being applied for must be indicated on your Z.83, Applications submitted on the incorrect application form (old Z83) will be disqualified. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Failure to do so will result in your application being disqualified. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). General information: Shortlisted candidates must be available for interviews at a date and time determined by the Department. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance and will be subject to reference checks. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. All applications, including those submitted via registered mail must reach the department before 16.00 on the day of the closing date. Incomplete applications, faxed applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and correspondence will be limited to shortlisted candidates only. Applicants should note that the applications will not be returned or given back to the applicant once it has been submitted to the department

**DIRECTORATE** : **VETERINARY SERVICES**  
**POST** : **STATE VETERINARIAN**  
**SALARY** : **LEVEL 11 –R811 560.00 PER ANNUM ALL INCLUSIVE PACKAGE**  
**CENTRE** : **CALVINIA – REF NO: DAERL/21/23**  
**SPRINGBOK – REF NO: DAERL/22/23**  
**REQUIREMENTS:** Applicants should be in possession of a Bachelor's Degree (BVSc/BVMCh) and must be registered with the South African Veterinary Council; Good verbal and written communication skills; Have a valid driver's license;  
**DUTIES** : Manage and implement the Animal Diseases Act (Act 36 of 1984), Meat Safety act (Act 40 of 2000); Implement and maintain animal disease control & surveillance measures (eg. Early warning system); Undertake survey to establish the economically important diseases/conditions; Ensure that Animal Health Technicians involve in rendering an Animal Health service are properly trained to comply with the requirements of the act; Issue permits and health certificates for the movement of animals. To render training and awareness programs (extension services) to communities with regards to Animal Health. 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 Animal Health Service. Develop, implement and maintain databases; Compile reports and required (quarterly and annually); Provide inputs and proposals to functional policies; Provide inputs for the Operational Plan of the Veterinary unit; Manage the allocated budget and personnel under the post's control; Any other function that might be expected from the post.  
**ENQUIRIES** : **DR. P. KEGAKILWE TEL NO: 087 630 0387**

**DIRECTORATE** : **AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT**  
**POST** : **DEPUTY DIRECTOR: ADVISORY SERVICES FRANCES BAARD – REF NO: DAERL/23/23**  
**SALARY** : **LEVEL 11 – R811 560.00 PER ANNUM ALL INCLUSIVE PACKAGE**  
**CENTRE** : **KIMBERLEY**  
**REQUIREMENTS:** Applicant with a four year Bachelor's Degree in Agriculture or equivalent qualifications, coupled with at least 5 years relevant work and managerial experience. A good understanding of Government Programmes is essential e.g. MTSF priorities and outcomes, Illima/Letsema, CASP, CRDP, Integrated Food Security and Nutrition Programme, Landcare etc. The ability to communicate at various levels, understanding of PFMA is essential. Sound knowledge of PSA and LRA. A valid driver's license is a prerequisite.  
**COMPETENCIES:** A Self-motivated person with good organizing, communication, presentation and report writing skills. Must be prepared to work under pressure and be able to meet the deadlines on specified times. Must be computer literate and have sound knowledge of extension. Project implementation and business planning skills are essential. Be analytical in thinking and have strong working relations.  
**DUTIES** : Manage Extension and Advisory service in the district. Responsible for agricultural development in the district, which includes amongst other, Comprehensive Agricultural Support to farmers and communities. Capacity building and training of farmers. Coordinating and implementing agricultural projects. Supporting youth, women and people with disability participation in Agriculture. Facilitating institutional development of farmers, particularly small holder farmers. Liaise with stakeholders, especially municipalities, on issues of agricultural development. Represent the department on intergovernmental structures at district level. Manage the implementation of CASP, Illima/Letsema, Land Care and Food Security projects in the district. Establish and maintain farmer database and other related information pertaining to farmer support and agricultural development in the district. Manage Annual Performance Plan. Financial and human resource and asset management. Performing all administrative and related functions.  
**ENQUIRIES** : **MRS. NL. SENOSI TEL NO: 082 559 6648**

**DIRECTORATE** : **AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT**  
**POST** : **DEPUTY DIRECTOR: ADVISORY SERVICES ZF MGCAWU – REF NO: DAERL/24/23**

**SALARY** : **LEVEL 11 – R811 560.00 PER ANNUM ALL INCLUSIVE PACKAGE**  
**CENTRE** : **UPINGTON**

**REQUIREMENTS:** Applicant with a four year Bachelor's Degree in Agriculture or equivalent qualifications, coupled with at least 5 years relevant work and managerial experience. A good understanding of Government Programmes is essential e.g. MTSF priorities and outcomes, Illima/Letsema, CASP, CRDP, Integrated Food Security and Nutrition Programme, Landcare etc. The ability to communicate at various levels, understanding of PFMA is essential. Sound knowledge of PSA and LRA. A valid driver's license is a prerequisite.

**COMPETENCIES:** A Self-motivated person with good organizing, communication, presentation and report writing skills. Must be prepared to work under pressure and be able to meet the deadlines on specified times. Must be computer literate and have sound knowledge of extension. Project implementation and business planning skills are essential. Be analytical in thinking and have strong working relations.

**DUTIES** : Manage Extension and Advisory service in the district. Responsible for agricultural development in the district, which includes amongst other, Comprehensive Agricultural Support to farmers and communities. Capacity building and training of farmers. Coordinating and implementing agricultural projects. Supporting youth, women and people with disability participation in Agriculture. Facilitating institutional development of farmers, particularly small holder farmers. Liaise with stakeholders, especially municipalities, on issues of agricultural development. Represent the department on intergovernmental structures at district level. Manage the implementation of CASP, Illima/Letsema, Land Care and Food Security projects in the district. Establish and maintain farmer database and other related information pertaining to farmer support and agricultural development in the district. Manage Annual Performance Plan. Financial and human resource and asset management. Performing all administrative and related functions.

**ENQUIRIES** : **MRS. NL. SENOSI TEL NO: 082 559 6648**

**DIRECTORATE** : **SUSTAINABLE RESOURCE MANAGEMENT**  
**POST** : **ENGINEER PRODUCTION GRADE A – REF NO: DAERL/25/23**  
**SALARY** : **OSD LEVEL 11 – R795 147.00 PER ANNUM ALL INCLUSIVE PACKAGE**  
**CENTRE** : **KIMBERLEY**

**REQUIREMENTS:** Applicants must be in possession of an appropriate degree in Agricultural/Civil Engineering (B Eng/BSc) or relevant equivalent qualification at NQF level 7 with minimum 2 years post qualification experience in agricultural/civil engineering and registered as a professional engineer. Compulsory registration with ECSA. Problem solving and analysis, client orientation and customer focus. Service delivery innovation and good communication skills. Technical competencies and in depth knowledge of engineering design principles. Engineering and professional judgment. Contract management and knowledge of legal and operational compliance. Valid drivers' license is compulsory – minimum code 8.

**DUTIES** : The successful candidate will perform the following duties: Design, construction and contract management of irrigation systems, crop processing plants, packaging facilities, animal housing, green houses, farm mechanization(tractors and relevant planters and implements) and other farm structures. Knowledge of Model Maker design program, AUTOCAD, surveying with Trimble GPS and processing with Trimble Business Centre survey programs will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software programs, Microsoft Office and Power Point. Excellent interpersonal relation skills, ability to handle tasks of a multi-faceted nature, sound communication skills both verbal, working under pressure with deadlines and written, problem solving. Technical and engineering skills would be expected in agricultural development support programs, i.e. CASP, ILLIMA LETSEMA and Land Care. Travel and working in other remote areas in Northern Cape would be expected from the successful candidate.

**ENQUIRIES** : **MR. WJJ. DE BRUYN TEL NO: 087 630 0385**

**DIRECTORATE** : **ENVIRONMENTAL QUALITY MANAGEMENT**  
**POST** : **CONTROL ENVIRONMENTAL OFFICER GRADE A – COMMUNICATION AND AWARENESS RAISING – REF NO: DAERL/26/23**  
**SALARY** : **OSD LEVEL 10 – R554 490.00 PER ANNUM**  
**CENTRE** : **KIMBERLEY**  
**REQUIREMENTS:** An Undergraduate (NQF 7) in Environmental Sciences, Communication Science/ Social Sciences or Educational qualifications or relevant equivalent qualification. Five years' experience at a middle management level would be regard as an added advantage in the relevant field. Knowledge of government prescripts and protocols, administrative procedures, financial management, project management, educational systems and protocols, extensive administrative experience, quality control with regard to meeting procedures & minute taking, extensive administrative experience and HR Practices. Communication skills (written and spoken), leadership and management skills, coordination skills, planning and organizational skills, decision-making skills and report writing skills.

**DUTIES** : Manage the development and implementation of stakeholder engagement plan. Develop, implement and manage the Department's Environmental education and awareness campaigns strategies and plans. Manage the development and implementation of community outreach and Eco - schools engagement programs. Engage the district offices in the development of issue / locally based stakeholder engagement programs. Provide leadership in measuring the effectiveness of environmental education approaches employed by the department. Develop projects and action plans. Develop educational tools to promote environmental action within the communities of the Northern Cape

**ENQUIRIES** : **MR. B. FISHER TEL NO: 087 630 0385**

**DIRECTORATE** : **BIODIVERSITY MANAGEMENT**  
**POST** : **RESERVE MANAGER: CONTROL BIODIVERSITY OFFICER GRADE A – REF NO: DAERL/27/23**  
**SALARY** : **OSD LEVEL 10 – R554 490.00 PER ANNUM**  
**CENTRE** : **NABABIEP**  
**REQUIREMENTS:** A National Higher Diploma in Nature Conservation or equivalent biodiversity management qualification and at least six (6) years' experience in the biodiversity field, with emphasis on protected area management. Computer literacy and a valid code EB driver's license is also a minimum requirement for appointment.

**DUTIES** : The incumbent will be responsible to: Manage the infrastructure on the reserve to ensure the functional utilization, maintenance and development thereof and to preserve the biodiversity of the nature reserve to ensure the continued livelihood thereof which would include the development and implementation of a management plan. Assist with environmental education to promote environmental awareness and support tourism activities. Manage risk and security aspects on the reserve. Manage internal and external relationships with all interested and affected stakeholders to the reserve. Perform and manage administration and related functions.

**ENQUIRIES** : **MR. D. BADENHORST TEL NO: 087 630 0385**

**DIRECTORATE** : **AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT**  
**POST** : **AGRICULTURAL ADVISOR**  
**SALARY** : **LEVEL 8 – R359 517.00 PER ANNUM**  
**CENTRE** : **CALVINIA – REF NO: DAERL/28/23**  
**KIMBERLEY – REF NO: DAERL/29/23**  
**SPRINGBOK – REF NO: DAERL/30/23**

**REQUIREMENTS:** An appropriate four-year Agricultural Degree (NQF 7) with Animal Science/Crop Production as a major or specialization. Relevant post-graduate qualification will be an added advantage. Verification of foreign qualifications would, as a matter of principle, be conducted. The candidate must be registered at SACNASP. Computer skills. Knowledge of extension methodology. Knowledge of project planning and management. Good organizing, communication and presentation skills. Valid driver's license.

**COMPETENCIES:** Good organizing, communication, presentation and report writing skills. Must be prepared to work under pressure and be able to meet the deadlines on specified times. Must be computer literate and have sound knowledge of extension. Project implementation and business planning skills are essential. Be analytical in thinking and have strong working relations.

**DUTIES** : The successful candidate will ensure the implementation of all strategic agricultural development programmes. Render scientific and technical agricultural extension services to internal and external clients (farm business plans, project management, farmers' days, etc.). Provide agricultural advisory services to organized agriculture and other agricultural stakeholders. Support the development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/systems. Provide support and guidance to internal clients. Perform administrative and related functions. Perform other relevant tasks as and when delegated.

**ENQUIRIES** : **MRS. NL. SENOSI TEL NO: 082 559 6648**

**DIRECTORATE** : **RESEARCH AND TECHNOLOGY DEVELOPMENT**  
**POST** : **FARM MANAGER**  
**SALARY** : **LEVEL 8 – R359 517.00 PER ANNUM**  
**CENTRE** : **VAAKHARTS RESEARCH STATION – REF NO: DAERL/31/23**

**REQUIREMENTS:** The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (crop /animal production) with a minimum of 10 years management experience in mixed farming. Ability to operate farm related machinery, implements and have mechanical experience/knowledge of irrigation, farming. Must be computer literate. Must have some experience in technology and modern agriculture especially as it relates to crop and animal production. Knowledge of labor and sector (agriculture) legislation is a prerequisite. Must be in possession of a valid unendorsed drivers' license.

**DUTIES** : The successful candidate will be responsible for the management of the research station (mixed farming) in collaboration with the research division as well as offer support to other research institutions involved with research at the institution. Staff supervision and productive management of staff, soil preparation, crop production, animal production, irrigation, mechanization, general construction, repair and maintenance work, proven experience with pivots and irrigation systems, will be key performance areas. Responsibilities will include the management of personnel, budgeting and planning, procurement, health and safety and other support functions. In order to maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

**ENQUIRIES** : **MS. R. BURGESS TEL NO: 083 449 7561**

**DIRECTORATE** :  
**POST** :  
**SALARY** :  
**CENTRE** :  
**REQUIREMENTS:**

**RESEARCH AND TECHNOLOGY DEVELOPMENT**  
**FARM MANAGER**  
**LEVEL 8 – R359 517.00 PER ANNUM**  
**KARAKUL RESEARCH STATION – REF NO: DAERL/32/23**

The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (animal production) with a minimum of 10 years management experience in animal production/ farm management. Ability to operate farm related machinery, have mechanical experience/knowledge and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to animal production. Knowledge of labor and sector (agriculture) legislation is a prerequisite. Must be in possession of a valid unendorsed drivers' license.

**DUTIES** :

The successful candidate will be responsible for the management of the research station (animal production) in collaboration with the research division as well as offer support to other research institutions involved with research at the institution. Staff supervision and productive management of staff, animal production, general construction, repair and maintenance work, water reticulation and veldt management will be key performance areas. Responsibilities will include the management of personnel, budgeting and planning, procurement, health and safety and other support functions. In order to maximize the farm, management abilities of stakeholders, active involvement in rural development projects and training will be required.

**ENQUIRIES** :

**MS. R. BURGESS TEL NO: 083 449 7561**

**DIRECTORATE** :  
**POST** :  
**SALARY** :  
**CENTRE** :  
**REQUIREMENTS:**

**BODIVERSITY MANAGEMENT**  
**BIODIVERSITY OFFICER PRODUCTION GRADE A – REF NO:**  
**DAERL/33/23**  
**OSD LEVEL 7 – R310 767.00 PER ANNUM**  
**ROLFONTEIN**

A National Diploma in Nature Conservation or equivalent qualification, and at least 6 years' experience in the Biodiversity Field is a minimum requirement for appointment; Candidates with less than 6 years' experience in the Biodiversity field will be appointed on Grade A; Reserve Management experience would be beneficial.

**DUTIES** :

The incumbent will be responsible to: Manage the infrastructure on the reserve to ensure the functional utilization, maintenance and development thereof and to preserve the biodiversity of the reserve to ensure the continued livelihood thereof which would include the development and maintenance of a management plan; Provide environmental education to promote environmental awareness; Manage risk and security aspects on the reserve; Manage internal and external relationships with all interested and affected stakeholders to the reserve; and Perform and manage administrative and related functions

**ENQUIRIES** :

**MR. D. BADENHORST TEL NO: 087 630 0385**

**DIRECTORATE** : **BODIVERSITY MANAGEMENT**  
**POST** : **BIODIVERSITY OFFICER PRODUCTION GRADE A – STEWARDSHIP**  
**PROGRAMME – REF NO: DAERL/34/23**  
**SALARY** : **OSD LEVEL 7 – R310 767.00 PER ANNUM**  
**CENTRE** : **KIMBERLEY**  
**REQUIREMENTS:**

A tertiary qualification in natural resource management, biodiversity conservation, ecology, environmental science or agriculture; At least 2 years' experience in a biodiversity or related field; A valid Code EB driver's licence and a willingness to travel extensively in the region; Good interpersonal skills; Excellent verbal and written communication skills; Fluency in English and Afrikaans; Advanced computer literacy (MS Word, Excel, Power Point); Competent GIS capabilities; Good organisational skills; Knowledge and understanding of the South African environmental sector, role players and respective mandates specifically South Africa's protected areas network and stewardship programs will be an added advantage; Highly motivated and service-oriented with the ability to work efficiently while unsupervised; Ability to build and maintain partnerships.

**DUTIES** : Provide information to landowners and managers in respect of relevant conservation stewardship options; Facilitate and provide support for the negotiation and development of subsequent stewardship agreements in order to secure priority habitats; Preparation and compilation of stewardship site assessments for potential stewardship sites; Attend and participate in stewardship site review processes; Assist with compilation of management plans for stewardship sites; Assist with the completion of the administrative process of declaring areas as formal protected areas or stewardship sites (contract nature reserves, biodiversity agreements and voluntary agreements); Identify and implement appropriate technical assistance projects for landowners in recognition of stewardship agreements; Carry out audits for stewardship sites; Attend and participate in relevant conservation management and stewardship meetings; Attend Stewardship and protected area expansion review committees/reference groups and peer learning knowledge exchanges; Ensure compliance with relevant policies and legislation · Financial and asset management · Manage information systems and relevant databases.

**ENQUIRIES** : **MR. A. ABRAHAMS TEL NO: 087 630 0385**

**DIRECTORATE** : **CORPORATE SERVICES**  
**POST** : **ADMIN OFFICER: SECURITY MANAGEMENT – REF NO: DAERL/35/23**  
**SALARY** : **LEVEL 7 – R294 321.00 PER ANNUM**  
**CENTRE** : **KIMBERLEY**  
**REQUIREMENTS:**

Possession of a Grade 12 certificate, A tertiary qualification at (NQF Level 5/N6 or equivalent in Administration/Management Assistant. 2 years' experience in Security Administration, Grade B grades will be an added Advantage. Must have gone through Firearm training, Competencies/skills, Computer literacy: knowledge of Ms Word, Excel and PowerPoint. Office management skills (document tracking, filing, retrieval processing and typing), oral and written communication skills. Strong interpersonal skills, planning and organizing skills. Personal Attributes: High level of reliability, ability to work independently while contributing to a team. Valid driver's license.

**DUTIES** : Render administration support service to the Sub Directorate. Control the movement of documents and files in the unit. Render human resource services support for the unit. Assisting with administration of firearms management of the department. Monitor access control to avoid unauthorized entry in the building and other premises. Allocate duties to security guards, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Check, inspect and read the occurrence book and all applicable registers on a daily basis.

**ENQUIRIES** : **MR. S. THIBELA TEL NO: 053 807 7300**

**DIRECTORATE** :  
**POST** :  
**SALARY** :  
**CENTRE** :  
**REQUIREMENTS:**

**SUSTAINABLE RESOURCE MANGEMENT**  
**ADMIN OFFICER: SRM – REF NO: DAERL/36/23**  
**LEVEL 7 – R294 321.00 PER ANNUM**  
**KIMBERLEY**

Possession of a Grade 12 certificate (formal training would be an advantage to the applicant) plus a minimum of 2 years appropriate experience in general office administration. Knowledge of Ms Word, Excel and PowerPoint. Office management skills (document tracking, filing and retrieval processing), Good communication skills both verbal and written, interpersonal relationship skills and sound organizational skills. Attention to details and good telephone etiquette. Maintaining confidentiality and provide services and products of professional quality information and act with tact and discretion. Willing to work irregular hours. Ability to perform under pressure and occasional travelling.

**DUTIES** :

Compile a compliance register. Compile an outcome 12 performance on sustainable resource management issues. Compile a register on service delivery template including challenges and highlights per sub unit. The candidate will be responsible for stationary and office equipment of the directorate. With responsibility for SLD's, traveling and accommodation. Responsible for all units meetings, capturing minutes. All enquiries and information request be directed to her. Manage Leave plan of directorate. Monthly updates for relevant administration, with budget updates to the manager.

**ENQUIRIES** :

**MR. WJJ. DE BRUYN TEL NO: 087 630 0385**

**DIRECTORATE** :  
**POST** :  
**SALARY** :  
**CENTRE** :  
**REQUIREMENTS:**

**RURAL DEVELOPMENT**  
**SECRETARY TO THE DIRECTOR – REF NO: DAERL/37/23**  
**LEVEL 5 – R202 233.00 PER ANNUM**  
**KIMBERLEY**

A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures

**DUTIES** :

Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, Peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.

**ENQUIRIES** :

**MR. SM BONOKWANE TEL NO: 087 630 0385**



**DIRECTORATE** : **CORPORATE SERVICES**  
**POST** : **ADMIN CLERK: TRANSPORT – REF NO: DAERL/38/23**  
**SALARY** : **LEVEL 5 – R202 233.00 PER ANNUM**  
**CENTRE** : **KIMBERLEY**  
**REQUIREMENTS:** Grade 12 plus 1 – 2 years' experience in fleet management; Practical experience in the use of MS excel, word and outlook; knowledge of Transport policy and PFMA; Knowledge of Ms Word, Excel and PowerPoint. Office management skills (document tracking, filing, retrieval processing and typing), Good communication skills both verbal and written, interpersonal relationship skills and sound organizational skills. Attention to details and good telephone etiquette. Valid code 05/EB driver's license

**DUTIES** : Prepare log sheet for payment of Government owned vehicles; Inspection of government vehicles; safe custodian of keys and petrol cards; arrangement of services for state vehicles; renewal of license disks; administer of fleet asset register; process accident reports and keep records thereof for Government Owned Imperial fleet contract transport as well as the implementation and monitoring of the relevant transport policies and legislation; The successful candidate will furthermore be responsible for expenditure control of this unit.

**ENQUIRIES** : **MR. HM. NDZILILI TEL NO: 087 630 0385**

**DIRECTORATE** : **VETERINARY SERVICES**  
**POST** : **ADMIN CLERK: ANIMAL HEALTH – REF NO: DAERL/39/23**  
**SALARY** : **LEVEL 5 – R202 233.00 PER ANNUM**  
**CENTRE** : **KIMBERLEY CCS CLINIC**  
**REQUIREMENTS:** Possession of a Grade 12 certificate plus a minimum of 2 years appropriate experience in administration; knowledge of Ms Word, Excel and PowerPoint. Office management skills (document tracking, filing, retrieval processing and typing); Good communication skills both verbal and written, interpersonal relation skills and sound organizational skills. Attention to details and good telephone etiquette. Maintaining confidentiality and provide services and production of professional quality information and act with tact and discretion. Willing to work irregular hours.

**DUTIES** : Render administrative support to the unit manager; Keep records of reports, programmes, articles, memos and letters; Take messages and make telephone call for the manager; Filing and maintaining documentation for the unit; Handling of general queries from members of the public and referring them to relevant officials; any administrative related tasks given by the manager. Liaise between internal and external clients; Assets management, ordering of office equipment, medicines and requesting of written quotations. Control and management of office equipment, expenditure recording; Render effective and efficient typing duties.

**ENQUIRIES** : **DR. M. LETSIE TEL NO: 087 630 0385**

**DIRECTORATE** : **BIODIVERSITY MANAGEMENT**  
**POST** : **ADMIN CLERK: CONSERVATION AGENCIES – REF NO: DAERL/40/23**  
**SALARY** : **LEVEL 5 – R202 233.00 PER ANNUM**  
**CENTRE** : **GAMSBERG**  
**REQUIREMENTS:** Possession of a Grade 12 certificate; Minimum of 2 years appropriate experience in administration; Knowledge of MS Word, Excel, and PowerPoint; Office management skills, including document tracking, filing, and retrieval processing; Good communication skills, both verbal and written; Strong interpersonal relationship skills and sound organizational abilities; Attention to detail and good telephone etiquette; Ability to maintain confidentiality and provide services and products of professional quality information with tact and discretion; Willingness to work irregular hours; Possession of an unendorsed driver's license

**DUTIES** : Assist with the administration of Human and Logistical resources on the reserve, dealing with personnel matters, handling queries, and maintaining records such as attendance and leave registers. Institute and maintain an effective administrative and planning capability and issuing of permits and keep a record of own revenue in the Nature Reserve, including the following: Assist with the administration of permits, maintaining asset and stock inventory registers, completing stocktaking, and addressing procurement and audit reports. Establish, maintain, and host a reliable inventory of key information on the Nature Reserve and its ongoing management, including the following: Institute and maintain an electronic and/or hard copy filing system for all reserve-specific information, updating relevant data sheets, and providing timely reports. Assist with the administration of financial resources on the reserve: managing face value forms, payments for household and municipal services, and keeping petty cash records up to date.

**ENQUIRIES** : **MR. RR. VD POLL TEL NO: 087 630 0385**

**DIRECTORATE** : **BIODIVERSITY MANAGEMENT**  
**POST** : **ADMIN CLERK: HUNTING & WILDLIFE – REF NO: DAERL/53/23**  
**SALARY** : **LEVEL 5 – R202 233.00 PER ANNUM**  
**CENTRE** : **KIMBERLEY**  
**REQUIREMENTS:** Possession of a Grade 12 certificate plus a minimum of 2 years appropriate experience in administration; knowledge of Ms Word, Excel and PowerPoint. Office management skills (document tracking, filing, retrieval processing and typing); Good communication skills both verbal and written, interpersonal relation skills and sound organizational skills. Attention to details and good telephone etiquette. Maintaining confidentiality and provide services and production of professional quality information and act with tact and discretion. Willing to work irregular hours. A Valid code 8 driver's license is a requirement for this post.

**DUTIES** : Render administrative support to the unit manager and the Hunting and Wildlife unit; Keep records of reports, programmes, articles, memos and letters; Take messages and make telephone call for the manager; Filing and maintaining documentation for the unit; Handling of general queries from members of the public and referring them to relevant officials; any administrative related tasks given by the manager. Liaise between internal and external clients; Assets management, ordering of office equipment, and requesting of written quotations. Control and management of office equipment, expenditure recording; Render effective and efficient typing duties.

**ENQUIRIES** : **MR. L. FESTUS TEL NO: 087 630 0385**

**DIRECTORATE** : **CORPORATE SERVICES**  
**POST** : **TELECOM OPERATOR – REF NO: DAERL/41/23**  
**SALARY** : **LEVEL 4 – R170 598.00 PER ANNUM**  
**CENTRE** : **KIMBERLEY**  
**REQUIREMENTS:** Grade 12 certificate, with a minimum of 1 year appropriate experience in switchboard operation or administration; Good communication (verbal and written) skills; Must be professional and good interpersonal relation skills; Computer literacy in MS Word and Excel; Office management skills (document tracking, filing, retrieval processing and typing), Ability to work under pressure.  
**DUTIES** : Attend to incoming and outgoing telephone calls; transfer call to relevant extensions in the department; Provide clients with relevant information; Take message and convey to relevant staff; Keep record of all outgoing call; maintain telephone database; keep register of telephone numbers / fax numbers of all provincial and national department; Identify and report telephone faults to the supervisor; Notify staff if telephone are out of order and record maintenance of the switchboard.  
**ENQUIRIES** : **MR. HM. NDZILILI TEL NO: 087 630 0385**

**DIRECTORATE** : **BIODIVERSITY MANAGEMENT**  
**POST** : **FIELD RANGER**  
**SALARY** : **LEVEL 4 – R170 598.00 PER ANNUM**  
**CENTRE** : **2 X GOEGAP – REF NO: DAERL/42/23**  
**REQUIREMENTS:** **1 X GAMSBERG – REF NO: DAERL/43/23**  
A grade 10 Certificate and a Code EB driver's license are the minimum requirements for appointment. Computer literacy will be an added advantage. After appointment the EMI course must be completed with designation as a Grade 5 EMI official.  
**DUTIES** : Protection of the reserve and its natural environmental resources. Implementation of monitoring programmes for ecological processes, systems and biodiversity represented in the area. Monitoring and controlling recreational activities. Communicating with visitors and the general public to promote the value of the Reserve; and performing administrative and related functions.  
**ENQUIRIES** : **MR. D. BADENHORST TEL NO: 087 630 0385**

**DIRECTORATE** : **RESEARCH AND TECHNOLOGY DEVELOPMENT**  
**POST** : **TRACTOR DRIVER – REF NO: DAERL/49/23**  
**SALARY** : **LEVEL 4 – R170 598.00 PER ANNUM**  
**CENTRE** : **RIETRIVIER**  
**REQUIREMENTS:** The applicant must be in possession of grade 12 or equivalent with a minimum of 5 years' experience as a tractor driver. A valid, unendorsed code B driver's license is a requirement. The candidate will be expected to ensure efficient, timeous and accurate work related to crop production as well as research projects. Experience and knowledge of irrigation farming (crop production), the ability to operate farm equipment/ implements, mechanical experience and knowledge of the maintenance of equipment and implements. The candidate must be computer literate.  
**DUTIES** : Support services as part of the on-farm project requirements, general tractor operator work with various implements such as ploughs, rippers, planters, crop sprayers etc. for various general farming activities, including the driving of vehicles including: Land cultivation, planting, tillage, harvesting, transportation of various goods, lucerne cultivation activities, application of pesticides, application of manure / fertilizer, Irrigation and maintenance, Firefighting, Fencing activities, Welding activities etc. Ensure proper use and maintenance of equipment and implements. Assist in general maintenance on the farm and perform ad hoc tasks.  
**ENQUIRIES** : **MS. R. BURGESS TEL NO: 087 630 0385**

**DIRECTORATE** : **BIODIVERSITY MANAGEMENT**  
**POST** : **GATE GUARD – REF NO: DAERL/44/23**  
**SALARY** : **LEVEL 3 – R147 036.00 PER ANNUM**  
**CENTRE** : **ROLFONTEIN**  
**REQUIREMENTS:** A grade 10 Certificate; A Code E driver's license will be an added advantage; proven experience in tourism management will be an added advantage.  
**DUTIES** : Receive and interact with visitors to the Rolfontein Nature Reserve; Assist with receiving and interaction of visitors: Provide Public interaction and convey information about the reserve; Receipt and handling of revenue at Rolfontein Nature Reserve entrance gate; Assist with revenue collection and reserve access control; Provide correct issuance of access permits to the Rolfontein Nature Reserve; Collection and control of revenue at entrance gate; Maintenance of Rolfontein Nature Reserve building infrastructure; Assist with routine maintenance programmes; Provide manual labour, skills and knowledge for the domestic maintenance of reserve infrastructure; Provide assistance to Rolfontein Nature Reserve maintenance team in the maintenance of roads, hiking trails and reserve infrastructure; Provide assistance with infrastructure maintenance; Provide manual labour, maintenance of reserve infrastructure; Provide assistance with rehabilitation and landscaping programmes; Perform all administrative and related functions; Attend meetings; Attend training courses; Keep up to date with general labour related issues; Complete and maintain tourist information profiles and relevant reports.  
**ENQUIRIES** : **MR. D. BADENHORST TEL NO: 087 630 0385**

**DIRECTORATE** : **BIODIVERSITY MANAGEMENT**  
**POST** : **GENERAL ASSISTANT – REF NO: DAERL/45/23**  
**SALARY** : **LEVEL 3 – R147 036.00 PER ANNUM**  
**CENTRE** : **2 X ROLFONTEIN**  
**REQUIREMENTS:** A grade 10 Certificate; proven experience in trade skills will be an added advantage; A Code E driver's license will be an added advantage.  
**DUTIES** : Perform physical maintenance of roads, fences, hiking trails and reserve vehicles relative the infrastructure and equipment management plans; Assist with maintenance and development programs; Provide manual labour, skills and knowledge for the maintenance and development of infrastructure; Operate and maintain machinery and equipment and ensure safe and optimal use; Assist with the general maintenance of reserve vehicles and machinery; Perform physical maintenance of RNR building infrastructure and visitor facilities in accordance with reserve infrastructure maintenance plan; Assist with the routine maintenance of building and infrastructure; Provide manual labour, skills and knowledge for the routine maintenance of buildings and infrastructure; Safely operate machinery and equipment needed for maintenance; Perform physical routine maintenance on RNR operational equipment and reserve vehicles in accordance with RNR equipment maintenance plan; Assist with routine maintenance programmes; Provide manual labour, skills and; Knowledge for the routine maintenance of operational equipment and reserve vehicles; Assist with the implementation of protection programme; Provide physical assistance in the management of the ecology of Rolfontein Nature Reserve; Provide assistance with conservation management related functions; Provide assistance with annual game/ sector count; Provide assistance with game removal activities; Provide assistance with alien vegetation monitoring and management; Provide assistance with rehabilitation and landscaping programmes; Perform all administrative and related functions; Attend meetings; Attend training courses; Keep up to date with general labour related issues.  
**ENQUIRIES** : **MR. D. BADENHORST TEL NO: 087 630 0385**

**DIRECTORATE** : **AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT**  
**POST** : **CLEANER – REF NO: DAERL/46/23**  
**SALARY** : **LEVEL 3 – R147 036.00 PER ANNUM**  
**CENTRE** : **KURUMAN (MOTHIBISTAD)**  
**REQUIREMENTS:** Applicants must be self-motivated and well-organized individual, and no formal qualifications are required. Literacy will be an added advantage in the filling of this post.  
**DUTIES** : Collection/posting/package preparation of blood samples. Reporting of shortages of cleaning material stock. Cleaning operating facility after Post-mortems and operations. Maintain the cleaning of offices and Clinic (wall, floors, windows etc. Maintain outside premises, surrounding areas & gardening.  
**ENQUIRIES** : **MR. P. TONYANE TEL NO: 087 630 0385**

**DIRECTORATE** : **RESEARCH AND TECHNOLOGY DEVELOPMENT**  
**POST** : **FARM AID – REF NO: DAERL/47/23**  
**SALARY** : **LEVEL 3 – R147 036.00 PER ANNUM**  
**CENTRE** : **1 X RIETRIVIER**  
**REQUIREMENTS:** Applicants must have grade 9 or equivalent, in good physical health and of sober habits. Applicants must be reliable, honest and have an eye for detail. Applicants must be able to do physical work (e.g. moving of lucern bales), be prepared to work after hours as well as perform weekend duties. Basic knowledge of and experience in farm work (crop production) and tractors, implements and irrigation equipment is a requirement. Candidate must have an unendorsed valid driver's license.  
**DUTIES** : The successful candidate will be responsible for tasks in support of the research projects and general maintenance on Research Stations (farm). Duties will include the following: Assist the farm manager / researchers and technicians with various tasks/ collecting of data (planting of and weighing of crops /taking of soil samples etc.)/ execute given tasks effectively within a reasonable time /handle equipment according to instructions/ assist with irrigation (flood)/assist with firefighting/ report problems to relevant supervisor/ General farm work associated with irrigation farming /service and cleaning or equipment/ Report broken/out of order equipment / acquire various skills necessary for specific tasks.  
**ENQUIRIES** : **MS. R. BURGESS TEL NO: 087 630 0385**

**DIRECTORATE** : **RESEARCH AND TECHNOLOGY DEVELOPMENT**  
**POST** : **FARM AID – REF NO: DAERL/51/23**  
**SALARY** : **LEVEL 3 – R147 036.00 PER ANNUM**  
**CENTRE** : **1 X CARNAVON**  
**REQUIREMENTS:** Applicants must have grade 9 or equivalent, in good physical health and of sober habits. Applicants must be reliable, honest and have an eye for detail. Applicants must be able to do physical work (e.g. moving of lucern bales), be prepared to work after hours as well as perform weekend duties. Basic knowledge of and experience in farm work (animal production) and tractors. Candidate must have an unendorsed valid driver's license.  
**DUTIES** : The successful candidate will be responsible for mostly outdoor tasks in support of the research projects and general maintenance on the Research Stations (farm). Duties will include the following: Assist the farm manager / researchers and technicians with various tasks/ Collecting of data (weighing of animals / execute given tasks effectively within a reasonable time /handle equipment and animals according to instructions/care for sick or injured animals /assist with firefighting/ report problems to relevant supervisor/ General farm work associated with livestock/ water reticulation to animals /service and cleaning of equipment/ report broken/out of order equipment / acquire various skills necessary for specific tasks.  
**ENQUIRIES** : **MS. R. BURGESS TEL NO: 087 630 0385**

**DIRECTORATE** : **AGRICULTURAL PRODUCE SUPPORT AND DEVELOPMENT**  
**POST** : **DRIVER: ADVISORY SERVICES – REF NO: DAERL/48/23**  
**SALARY** : **LEVEL 3 – R147 036.00 PER ANNUM**  
**CENTRE** : **KURUMAN (MOTHIBISTAD)**  
**REQUIREMENTS:** Grade (10) / Standard eight (8) /Form three (3) or equivalent qualification. A valid Driver's license with Public Driver's License. Competencies: Good Communication skills; Time management; organizing; Confidentiality and Writing skills.  
**DUTIES** : Deliver and collect mail outside and within the office. Transport employees to Different destinations. Drive light and medium motor vehicles to transport passengers. Conduct routine maintenance on allocated vehicle and report defects timely  
**ENQUIRIES** : **MR. P. TONYANE TEL NO: 087 630 0385**

**DIRECTORATE** : **CORPORATE SERVICES**  
**POST** : **SECURITY GUARD – REF NO: DAERL/50/23**  
**SALARY** : **LEVEL 3 – R147 036.00 PER ANNUM**  
**CENTRE** : **KIMBERLEY**  
**REQUIREMENTS:** Possession of a Grade 10/12 certificate, plus security certificate Grade C, D/E and registered with PSIRA; Computer literacy will be an added advantage; At least 2-3 years relevant security experience; knowledge of the Access to public premises and vehicles Act No. 53 of 1985; must be able to speak, read and write English; A minimum of 1 years' experience as armed officer with a valid firearm competency and driver's license code B or C1  
**DUTIES** : Ensure effective access control to company premises; safeguarding the department's assets, vehicles, employees, visitors and the surrounding areas. Patrol inside the premises, parking areas and controlling the movement of visitors. Render escort services to staff members and visitors. Report all incidents/breaches in the occurrences book.  
**ENQUIRIES** : **MR. S. THIBELA TEL NO: 053 807 7300**