



agriculture, environmental affairs,
rural development and land reform

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

INTERNAL ADVERT

Applications must be submitted on the prescribed (New) 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 certified copies of qualifications and Identity documents must be attached. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Clearly mark your application:

Post Name and quote the relevant reference number. The applications can be posted to:, Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, Private Bag X 5018, Kimberley 8301 or Email to: blommiejacobs@ncpg.gov.za or tpika@ncpg.gov.za or Hand delivered applications may be submitted at reception, Temothuo House, Old Kimberlite Hotel, 162 George Street, Kimberley, For attention: Ms. L. Phayane. Applications received after the closing date and those that do not comply with the requirements will not be considered. The department reserves the right not to fill the posts and also to reallocate graduates to a different commodity enterprise. The successful candidates will be subjected to security and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

NB: Only applications from the Northern Cape Province will be considered. Women and people with disabilities are encourage to apply.

Closing Date: 13 February 2026



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Post: Manager – Agricultural Training Academy (12-months contract)
Centre: Rietrivier Research Station
Remuneration: Level 11 (R896 436.00) per annum All-inclusive package
Reference No: DAERL/01/01/26

Requirements:

Bachelor's degree in Agriculture, Agribusiness, Agricultural Education, or a related field (Master's degree preferred), Minimum of 5–8 years of experience in agricultural training, education, or farm management, Prior management or leadership experience preferred, Knowledge of computer skills will be an added advantage, A Valid drivers license

Skills & Competencies

Strong leadership and organizational skills
Knowledge of agricultural systems, technologies, and extension methods
Financial and administrative management skills
Excellent communication and stakeholder engagement abilities
Ability to plan, monitor, and evaluate training programs

Duties:

The Manager of the Agricultural Training Academy is responsible for the overall administration, planning, coordination, and performance of the academy. The role ensures high-quality agricultural training programs, effective resource management, staff supervision, and strong partnerships with stakeholders to promote modern, sustainable agricultural practices. Plan, coordinate, and oversee agricultural training programs and course. Ensure curriculum relevance to current agricultural technologies and best practice. Monitor training quality, delivery methods, and learning outcomes. Organize workshops, demonstrations, field visits, and farmer training sessions. Manage daily operations of the academy. Develop and implement policies, procedures, and work plans. Ensure proper maintenance of training facilities, farms, equipment, and classrooms. Oversee procurement of training materials, tools, and supplies. Supervise trainers, instructors, and support staff. Conduct staff performance evaluations and provide guidance
Identify training needs and support staff professional development. Promote teamwork and a positive working environment. Prepare and manage budgets and financial plans. Monitor expenditures and ensure cost-effective operations. Oversee funding utilization, grants, and donor-supported programs. Ensure accurate financial records in coordination with the finance department. Track program performance and impact. Prepare periodic reports on training activities, outcomes, and finances. Ensure compliance with regulatory and accreditation requirements

Enquiries: Mr. M. Ndzilili
Tel No: 0834173671



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Post: Administrative Officer – Agricultural Training Academy (12-months contract)
Centre: Rietrivier Research Station
Remuneration: Level 7 (R325 101.00) per annum
Reference No: DAERL/01/02/26

Requirements:

Diploma or Bachelor's degree in Business Administration, Public Administration, Office Management, or a related field, Minimum of 2–5 years of administrative experience (experience in a training or educational institution preferred), Strong organizational and time-management skills, Proficiency in office software (MS Word, Excel, email, record systems), Good communication and interpersonal skills, Attention to detail and ability to multitask, Basic knowledge of accounting and procurement processes
Knowledge of computer skills, A Valid drivers license will be an added advantage

Duties:

The Administrative Officer is responsible for providing efficient administrative and operational support to the Agricultural Training Academy. The role ensures smooth day-to-day office operations, proper record-keeping, coordination of training activities, and compliance with institutional policies and procedures.

Manage daily administrative operations of the academy, maintain office records, files, and databases (physical and electronic), Handle correspondence, emails, phone calls, and visitor management, Ensure proper scheduling of meetings, trainings, and events

Assist in organizing training programs, workshops, and field activities, Prepare training schedules, attendance records, and participant documentation, Support trainers and management in logistical arrangements, Coordinate accommodation, transport, and catering for trainees and staff, Maintain staff records, attendance, and leave registers, Assist in preparing budgets, expense records, and financial reports, Process invoices, payments, and petty cash transactions, Support procurement of office supplies, training materials, and equipment, Ensure adherence to academy policies, rules, and procedures

Enquiries: Mr. M. Ndzilili

Tel No: 0834173671