

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS
DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DARDLEA through the filling of posts. Persons with disability are encouraged to apply. No Payment of any kind is required when applying for these positions.

- APPLICATIONS** : Applications quoting relevant reference number should either be hand delivered, posted or e-mailed to the following addresses:
For Head Office: to the Director: Human Resource Management & Development, Samora Machel Building, Private Bag X11219, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ho@mpg.gov.za
For Nkangala District Office: to the District Director, Ebhudlweni Building, Government Complex, Private Bag X4017, KwaMhlanga (1022) or Email: dardlearecruitment-nka@mpg.gov.za Please ensure that you email your application to the relevant email address.
- CLOSING DATE** : 28 November 2025 at 16:00
- NOTE** : Applications must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a recent updated Curriculum Vitae with full personal details, experience including three names of contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualifications as well as a driver's license where necessary will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in the application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (proof submitted only when shortlisted). Applicants should ensure that they submit their applications on or before the closing date as no late applications will be considered. If more than one position is applied for, a separate application for each post should be completed. Candidates on SMS and MMS posts will be subjected to a competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine candidate's suitability based on the post's technical and generic requirements. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Candidate must provide proof of successful completion of the course prior to appointment. Due to the large number of applications envisaged to be received, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. NB: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time to be determine by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will undergo security vetting. DARDLEA will conduct reference checks which will include social media profiles of the shortlisted candidates. Please note that by responding to the advert, you consent to the collection, processing and storing of your personal information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of the advertisement and will not be shared with third parties without prior consent unless required by law. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful

candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

<u>POST 42/222</u>	:	<u>DIRECTOR: ANIMAL HEALTH SERVICES REF NO: DARDLEA/2025/11/88</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Matric certificate with an appropriate Bachelor of Veterinary Science (BVSc/ BVMch) Degree NQF 7 or equivalent qualifications as recognised by South African Qualifications Authority (SAQA). Registered with the South African Veterinary Council as a Veterinarian, and a Pre-entry certificate for senior management service (Nyukela certificate) submitted prior to appointment. A minimum of 5 years' experience at middle management / senior managerial. Valid driver's license. Skills and Competencies: Knowledge of Public Service-related Legislation. Implementation of Animal Diseases Act 35 of 1984, Animal Welfare Act, Medicines and Related Substance Control Act 101 of 1965 Fertilizers, Farm feeds, Agricultural remedies and stock remedies Act 36 of 1947 and their relevant regulations. Implementation of Animal Identification programme. Management of Animal Health programme and schemes. Organising skills, programme and project management skills and financial management skills. Good verbal and written communication skills. Must be computer literate ((MS Word, Ms Excel, MS Power point).
<u>DUTIES</u>	:	Management of Animal Health Services in the Province. Management of Animal Health Programmes including dipping, inspections, primary health care, vaccination, disease surveillance and animal disease schemes. Ensuring credible performance reporting of the Directorate. Management of Human resource. Financial management of the Directorate. Ensuring all Facilities of the Directorate are compliant with the South African Veterinary Council Standards and Regulations. Management of import and Export function rendered by the Directorate. Management of veterinary extension, liaison and training. Management of logistics of the Directorate. Ensuring revenue is collected and managed within the prescripts.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 42/223</u>	:	<u>DIRECTOR: VETERINARY SPECIALISED SERVICES REF NO: DARDLEA 2025/11/89</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Matric certificate with an appropriate Bachelor of Veterinary Science (BVSc/ BVMch) Degree NQF or equivalent qualifications as recognised by South African Qualifications Authority (SAQA). Registered with the South African Veterinary Council as a Veterinarian Pre-entry certificate for senior management service (Nyukela certificate) submitted prior to appointment. A minimum of 5 years' experience at middle management / senior managerial Valid driver's license. Skills and Competencies: Understanding of Meat Safety Act 40 of 2000, Animal Diseases Act 35 of 1984, Animal Welfare Act, Medicines and Related Substance Control Act 101 of 1965 Fertilizers, Farm feeds, Agricultural remedies and stock remedies Act 36 of 1947 and their relevant regulations. Must have an understanding of accreditation and approval of veterinary laboratories. Organising skills, project and programme management skills and financial management skills. Good verbal and written communication skills. Must be computer literate (MS Word, Ms Excel, MS Power point). Knowledge of Public Service-related legislations.
<u>DUTIES</u>	:	Management of Veterinary Public Health, Veterinary Clinical Services, Veterinary Laboratory Services and Veterinary Specialised. Ensure credible performance reporting of the Directorates. Management of Human resource. Financial management of the Directorate. Ensuring all Facilities of the Directorates are compliant with the standards of the South African Veterinary Council Standards and Regulation. Management of import and Export function rendered by the Directorate. Management of veterinary extension, liaison and training. Providing necessary support to other programmes in the Department. Management of logistics of the Directorate. Ensuring revenue is collected and

managed within the prescripts. Management of Compulsory Community Programme for Veterinary graduates in the province.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

OTHER POSTS

POST 42/224 : **DEPUTY DIRECTOR: EVENTS MANAGEMENT REF NO: DARDLEA 2025/11/90**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : Grade 12 Certificate and an appropriate Bachelor's Degree / Advanced National Diploma or equivalent qualification in Communications Marketing/ Public Relations,/or Events Management. At least 3-5 years of junior management experience at an Assistant Director level in an events management or communications environment. Skills and Competencies: Strong managerial skills: Planning, organizing, leading, and control. Excellent communication (verbal and written), presentation, and facilitation skills. Project and programme management skills. Problem-solving and analytical skills. Computer literacy (advanced MS Office skills). Ability to work under pressure, travel, and work irregular hours. A valid driver's license.

DUTIES : Plan, manage, and evaluate departmental strategic events in line with internal policies and government protocols. Organise and mobilise all relevant internal and external stakeholders for departmental activities and advocate for the department's brand. Develop the annual events calendar and associated procurement plans. Monitor and manage the budget and expenditure for all events. Monitor and evaluate event outcomes and track progress of stakeholder engagement. Provide written contributions to monthly, quarterly, and annual departmental reports. Produce reports for events and outreach programmes implemented. Ensure compliance with all relevant legislative and regulatory frameworks. Manage human resources, including performance assessment and development of staff within the Directorate.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/225 : **DEPUTY DIRECTOR: ANIMAL PRODUCTION REF NO: DARDLEA 2025/11/91**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : Grade 12 and an appropriate Bachelor's Degree specialising in animal science, a post graduate qualification in Animal Science will be an added advantage Minimum 5 years experience at entry level management and experience in project management, a valid driver's license. Skills and Competencies: Demonstrate skills and knowledge of relevant legislation and regulations governing the Public Service especially PFMA and Treasury regulations, Public Service Act and the Labor relations Knowledge of relevant Acts, policies and priorities related to Animal Production/breeding, livestock development and food security Understanding of poverty and food insecurity of the various communities in the province Computer literacy and knowledge of basic software like Ms Office (Ms Word, Ms Excel, Ms PowerPoint and Ms Outlook) are required Excellent skills in communication, problem solving, people management and capacity building Understanding and application Batho Pele principles, Ability to work under pressure, work extended hours and undertake travel

DUTIES : Planning, implementation and coordination of livestock development projects to improve animal production in the province. Promote, support and monitor ruminant production; and provide sustainable solutions for producers facing challenges in their production Develop, review and implement policies relating animal production and food security Liaison with internal and external stakeholders including farmers and breeder societies to implement departmental priorities aimed at improving the capacity of livestock farmers Lead the sub directorate: Ruminants Production to achieve strategic objectives and setting targets Manage the finances and human resources allocated, mainly responsible for planning, budgeting, reporting and monitoring of projects implemented Develop monthly, quarterly and annual reports for

Ruminants Productions Facilitate the commercialisation of livestock farming and ensure support for relevant farmers with a potential to expand operations Participation in various provincial structures that are addressing food security matters.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/226 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT SUPPORT UNIT REF NO: DARDLEA/2025/11/92**

SALARY : R468 459 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Applicants must be in possession of a SAQA recognized Bachelor's degree in Agriculture / Agricultural Science/ Development studies/ Community Development/ qualification in Public Administration/ Public management and monitoring and evaluation/ Rural Development or any equivalent/ relevant qualification. A minimum of 3 years' experience in Agriculture/ project management/ Rural Development. A valid driver's license. Skills and Competencies: Ability to plan, implement, monitor, and evaluate rural development programs and projects. Excellent written and oral communication skills. Strong interpersonal skills. Experience in managing project budgets, financial performance, and allocating funds is essential. A strong understanding of rural development dynamics, including agriculture, natural resource management, and infrastructure development. Ability to analyse challenges, identify solutions, and make informed decisions. Proficiency with relevant software, such as MS Office and project management tools.

DUTIES : Develop and coordinate rural development plans. Ensure provision of support to all departmental projects from inception until completion. Ensuring that communities are well sensitized in the rural development space. Ensure that there is proper alignment between projects implemented and the goal of the directorate. Provision of necessary support to all rural development projects. Coordinate the implementation of rural projects in the province, ensure that beneficiaries are linked to different stakeholders, support beneficiaries of rural development. Ensure that there is coordination between programs that work in the rural space. Application of relevant legislations that talks to rural development.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/227 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: POLLUTION AND WASTE MANAGEMENT REF NO: DARDLEA/2025/11/93**

SALARY : R343 842 per annum
CENTRE : Nkangala District
REQUIREMENTS : A National Senior Certificate and an appropriate three-year tertiary qualification in Environmental or Natural Sciences / Environmental Management/ Chemistry / Chemical Engineering. Bachelor of Science degree is added advantage. Minimum of 2 years working experience in air quality management services or environmental management. A valid drivers license. Skills and Competencies: Knowledge and skills in formulating and writing of reports and scientific papers, with specific reference to air quality related topics. Sound knowledge of air quality or other environmental legislation, good knowledge of computer and information systems as well as database management systems. Ability to work under pressure and willingness to work long hours.

DUTIES : Provision of quality controlled and assured ambient air quality data and information gathered by ambient air quality monitoring stations reporting to the SAAQIS through the SAAQIS web site to government, business and industry, academia, research institutes and the public. Development and presentation of Air Quality Monitoring Reports to Mpumalanga Air Quality Officer's Forum and Highveld Priority Area Meetings. Compilation and submission of air quality information for inclusion into the Annual Provincial State of the Air Report. Prepare and present air quality management services information through various projects including client liaison, research, development, equipment installation, upgrading or maintenance of the scientific systems relevant to specific Air Quality research fields. Report on the main issues, results and recommendations emanating from the work done in a calendar month. Participate in programs, projects or activities including training sessions and

		seek opportunities for personal growth and development including but not limited to publishing air quality-related articles.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 6301770
<u>POST 42/228</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: DARDLEA/2025/11/94</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A National Senior Certificate and an NQF Level 6 qualification in Labour Relations/ BCom Law or equivalent. A minimum of 2 years' experience in Labour relations environment. An LLB qualification will be an added advantage. A valid drivers license. Skills and Competencies: Computer literacy and report writing skills. Knowledge of prescripts and systems applicable in the Public Service and Labour Relations Environment. Problem solving abilities. Conflict management and good interpersonal relations. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Handling of matters pertaining to misconduct. Provide advice to management, employees and organized labour. Investigate grievances and disputes. Arrange grievance hearings and disciplinary hearings. Manage database of grievances and dispute related matters. Write reports and provide statistics. Implementation of the disciplinary code and procedures. Coordinate training of employees on labour relations. Facilitate mandates for conciliations and arbitrations. Strike management. Manage the resources of the component.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 42/229</u>	:	<u>COMMUNICATIONS OFFICER: MEDIA LIAISON AND MONITORING REF NO: DARDLEA/2025/11/95</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Communications /Journalism/Public Relations/ or Equivalent qualification recognized by SAQA. The minimum of 1-2 years' work experience in the related field. Valid driver's licence. Skills and Competencies: Knowledge of prescripts applicable in Public Service. Strong written and verbal communication, and media relations expertise. Computer literacy, ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Conduct daily media monitoring and analysis and produce reports. Draft and disseminate press releases. Write articles for publications and social media platforms. Compile media coverage report after campaigns and events. Organise media interviews. Invite various media houses and journalists to events. Consolidate media attendance register after every event and update the media database. Implement media plan for campaigns and events. Organize and facilitate monthly editorial meetings. Increase social media engagements through social media platforms.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 42/230</u>	:	<u>ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: DARDLEA/2025/11/96</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, such as a National Diploma or Degree, in Accounting, Asset Management, or a equivalent field, this qualification must be at a National Qualifications Framework (NQF) level 6 or higher. At least 2 years of experience in a relevant financial role is generally required. Skills and Competencies: Good communications and interpersonal skills, Computer Literacy (Excel, Power Point and MS Word). Ability to work under pressure, sense of responsibility and loyalty. Knowledge of transversal System: LOGIS and BAS and Standard Chart of Accounts (SCOA).
<u>DUTIES</u>	:	Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks, and reconcile physical assets with the asset register. Manage the transfer of assets between different organizational units. Maintain and update the organization's asset registers, ensuring accuracy and data integrity. Ensure all asset management activities comply with relevant legislation, policies, and

procedures. Manage the disposal of assets in line with organizational policies and procedures, ensuring all steps are followed and documented. Compile reports on the state of assets, including monthly verification reports and asset tracking reports.

ENQUIRIES : Mr. A Kekana at 079 6301770

POST 42/231 : **SECRETARY REF NO: DARDLEA/2025/11/97**
Directorate: GITO

SALARY : R228 321 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support service will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/232 : **SECRETARY REF NO: DARDLEA/2025/11/98**
Directorate: Internal Audit

SALARY : R228 321 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support service will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

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DEPARTMENT OF CULTURE, SPORT AND RECREATION

CLOSING DATE : 28 November 2025
NOTE : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the form must be