



## VACANCIES

### LEVEL 2 TO 6

POST	PLANT OPERATOR (4 POSTS)
DIRECTORATE	SUSTAINABLE RESOURCE MANAGEMENT
SALARY	R269 499 PER ANNUM
CENTRE	GERT SIBANDE DISTRICT
REF NO	DARDLEA/2025/04/59
CENTRE	ENHLANZENI NORTH DISTRICT
REF NO	DARDLEA/2025/04/60
CENTRE	EHLANZENI SOUTH DISTRICT
REF NO	DARDLEA/2025/04/61
CENTRE	NKANGALA DISTRICT
REF NO	DARDLEA/2025/04/62

**REQUIREMENTS:** Grade 10 (NQF Level 3) or equivalent qualification. A valid Code EC driver's licence and operating certificate for relevant plant equipment. A minimum of three (3) years' experience operating specialized heavy-duty equipment. Proven ability to read, interpret, and follow instructions and equipment manuals. Physically fit and able to work under field conditions. Good communication skills and ability to work as part of a team. Knowledge of vehicle/equipment inspection, preventative maintenance, lubrication, and safe operating procedures. Good eyesight and sound safety awareness.

**CORE COMPETENCIES:** Equipment operation and care, Physical inspection and safety compliance Problem-solving and basic mechanical insight, Communication and teamwork, Record-keeping and time management.

**DUTIES:** Operate and drive specialized earthmoving and non-earthmoving equipment (e.g., graders, tractors, bulldozers, excavators) for infrastructure and land care projects. Perform daily inspection and basic maintenance of vehicles and machinery, and report faults and defects. Maintain log sheets, trip authorizations, and equipment usage records. Ensure safe loading and offloading of goods and equipment at project sites. Assist with grading of gravel roads, re-ravelling, shoulder maintenance, and other conservation-related work. Transport work teams and materials to project sites. Detect and resolve minor mechanical issues or refer for repair. Adhere to departmental occupational health and safety protocols and procedures. Maintain cleanliness and lubrication of machinery and support routine servicing tasks.

POST	SECRETARY (04 POSTS)
DIRECTORATE	FARMER SUPPORT SERVICES
SALARY	R228 321 PER ANNUM
CENTRE	GERT SIBANDE DISTRICT OFFICE
REF NO	DARDLEA/2025/04/63
CENTRE	NKANGALA DISTRICT OFFICE
REF NO	DARDLEA/2025/04/64
CHIEF DIRECTORATE	ENVIRONMENTAL PLANNING, POLICY AND CLIMATE CHANGE
CENTRE	HEAD OFFICE
REF NO	DARDLEA/2025/04/65
DIRECTORATE	ENVIRONMENTAL EMPOWERMENT
CENTRE	HEAD OFFICE
REF NO	DARDLEA/2025/04/66

**REQUIREMENTS:** A matric certificate and a Secretarial Diploma or equivalent qualification as recognized by South African Qualification Authority (SAQA). Experience in secretarial/administrative support services will be added as advantage.

**SKILLS AND COMPETENCIES:** Knowledge and understanding of Public Service legislation frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy packages such as Microsoft Excel, Power-point, MS word, Group Wise etc. Ability to work in a team and independently. Good personal and organisational skills. Good telephone etiquette. Willingness to occasionally work after hours when needed. Knowledge of Batho Pele Principles.

**DUTIES:** Overall management of the administration functions in the Directorate. Provide secretarial/receptionist support to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the office of the Senior Manager. Provide support to the Senior Manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the Senior Manager with administration of the office budget. Remain up to date with regard to the policies and procedures applicable to Senior Manager work terrain to ensure efficient and effective support. Remain abreast with the procedures and processes that apply in the office of the Senior Manager. Consolidate and compile Portfolio of Evidence in preparation for Audit.



## VACANCIES

### LEVEL 2 TO 6

POST	SENIOR GENERAL FOREMAN (2 POSTS)
DIRECTORATE	ENVIRONMENTAL EMPOWERMENT
SALARY	R193 359 ANNUM, LEVEL 04
CENTRE	AMSTERDAM ENVIRONMENTAL CENTRE
REF NO	DARDLEA/2025/04/67
CENTRE	GRASKOP ENVIRONMENTAL CENTRE
REF NO	DARDLEA/2025/04/68

**REQUIREMENTS:** Senior certificate or equivalent qualification. A minimum of 3 years' appropriate experience in ground / and or nursery management. Drivers licence Code EC and PDP valid public drivers permit will be an added advantage.

**SKILLS AND COMPETENCIES:** Knowledge and understanding of environmental work field and techniques. Knowledge of related work fields and non-line functional matter as well as manual labour skills. Good written communication skills, ability to communicate at all levels, problem solving skills, decision making skills and ability to work under pressure. Must have knowledge on basic general construction, supervision skills, good human relations, ability to work independently and in a team. Must be able to work under pressure. Basic knowledge on management of nursery.

**DUTIES:** Assist in administrative duties and manage basic stock control. Overall neatness of the centre and infrastructure. Control over general assistants, motivation and management of subordinates. Practice and promote a positive team spirit. Promotion of appropriate training to subordinates' in terms of policy and technical aspects. Build own intellectual capacity and that of colleagues. Practice good public and internal ethical standards. Effective planning, organising and execution of work schedules, keeping of time register, have to work overtime when necessary.

Management of nursery and gardens at the centre. Coordinate and liaise with communities. Assist in all cleaning operations like stores, centre, machinery, clean-up campaigns, residential centre, dormitories, etc.

POST	SWITCHBOARD OPERATOR
SUB DIRECTORATE	CORPORATE SERVICES
SALARY	R193 359 ANNUM, LEVEL 04
CENTRE	EHLANZENI SOUTH (CYCAD OFFICES)
REF NO	DARDLEA/2025/04/69

**REQUIREMENTS:** Communication Diploma or equivalent qualification. Experience in administrative support services will be added as advantage.

**SKILLS AND COMPETENCIES:** Knowledge of Public Service legislation frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy. Ability to work in a team and independently. Good personal and organisational skills. Good telephone etiquette. Knowledge of Batho Pele Principles.

**DUTIES:** Render switchboard services. Managing all incoming and outgoing calls. Transfer calls to relevant extensions. Provide callers with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Maintain telephone database and internal directory as well as contact numbers of all internal and external stakeholders and resources. Identify and report telephone faults to the supervisor. Maintain switchboard system.

POST	TRACTOR DRIVER X5
SUB-DIRECTORATE	RESEARCH INFRASTRUCTURE SUPPORT SERVICE
SALARY	R193 359 PER ANNUM
CENTRE	ATHOLE RESEARCH FARM (2 POSTS)
REF NO	DARDLEA/2025/04/70
CENTRE	NOOITGEDACHT ADC (3 POSTS)
REF NO	DARDLEA/2025/04/71

**REQUIREMENTS:** Grade 10 or equivalent. Valid RSA driver's license

**SKILLS AND COMPETENCIES:** Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. Ability to execute physical and manual tasks. Knowledge of general cleaning services, including but not limited to gardening. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.

**DUTIES:** The physical execution of duties as given by supervisor, such as: Have advanced knowledge of the general function of a tractor. Choice of KW for specific implements. General maintenance of tractor as well as implements. Transport goods from one station to another through traffic. Advance knowledge of the handling of implements like 2-way disc, planters, reapers, Rotary cutters, all types of ploughs, rippers, feed mixer, Dam scoop, graders, etc. Must be able to do accurate plough, disc- and plant work, etc. as work has to be done on small research premises. Assist in making of fire breaks. Assist in firefighting when necessary. Making of hay and silage. Responsible for planting of all crops, fodder and other horticultural plants. Responsible for all harvesting processes. Assist in fencing activities. Have to work weekends when necessary. Work overtime when required. Assist in all other farm work when necessary.



## VACANCIES

### LEVEL 2 TO 6

POST	DRIVER MESSENGER (3 POSTS)
DIRECTORATE	DISTRICT SUPPORT SERVICES
SALARY	R193 359 PER ANNUM
CENTRE	GERT SIBANDE DISTRICT
REF NO	DARDLEA/2025/04/72
CENTRE	NKANGALA DISTRICT
REF NO	DARDLEA/2025/04/73
DIRECTORATE	VETERINARY ANIMAL HEALTH SERVICES
CENTRE	MBOMBELA (SONHEUWEL)
REF NO	DARDLEA/2025/04/74

**REQUIREMENTS:** Grade 10 /ABET with a minimum of 2 years driving experience. A valid drivers license and a valid PDP. Knowledge of Batho Pele Principles.

**SKILLS AND COMPETENCIES:** Good communication skills Must be willing to work extended hours. Should be able to read and write.

**DUTIES:** Ability to drive different types of vehicles for various activities e.g transportation of staff, goods, equipment and documents. Ability and willingness to work on weekends and to work overtime as and when required.

POST	FARM AID II X10
SUB-DIRECTORATE	RESEARCH INFRASTRUCTURE SUPPORT SERVICE
SALARY	R163 680 PER ANNUM
CENTRE	ATHOLE RESEARCH FARM (5 POSTS)
REF NO	DARDLEA/2025/04/75
CENTRE	NOOITGEDACHT ADC (5 POSTS)
REF NO	DARDLEA/2025/04/76

**REQUIREMENTS:** Grade 10 or equivalent

**SKILLS AND COMPETENCIES:** Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. Ability to execute physical and manual tasks. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.

**DUTIES:** Physical, manual execution of various tasks such as: fencing, maintenance of infrastructure, implements, gardens, preparation of lands, haymaking, etc. Assist in loading, offloading and stacking of feeds, fertilizers and hay. Assist in maintenance of fences. Assist in making fire breaks. Assist in firefighting when necessary. Work overtime when required. Assist in milling and mixing licks and feeds. Have to work weekends when required. Assist in lying on water to drinking troughs. Assist in moving of livestock between camps.

POST	GENERAL ASSISTANTS (FOOD SERVICE AID) (4 POSTS)
DIRECTORATE	ENVIRONMENTAL EMPOWERMENT
SALARY	R138 486 PER ANNUM
CENTRE	AMSTERDAM ENVIRONMENTAL CENTRE (2 POSTS)
REF NO	DARDLEA/2025/04/77
CENTRE	GRASKOP ENVIRONMENTAL CENTRE (2 POSTS)
REF NO	DARDLEA/2025/04/78

**REQUIREMENTS:** Grade 10 or Abet level 4

**SKILLS AND COMPETENCIES:** Basic skills in using kitchen equipment. Knowledge of hygiene and food preparation as an added advantage. Ability to read and follow recipes and quantities. Ability to work independently and part of a team

**DUTIES:** Food preparation according to recipes. Food handling and distribution. Cleaning all utensils, equipment and residential facilities. Follow prescribed safety measures and standards. Washing and ironing of linen

POST	GENERAL ASSISTANTS (GENERAL WORKERS) (6 POSTS)
DIRECTORATE	ENVIRONMENTAL EMPOWERMENT
SALARY	R138 486 PER ANNUM
CENTRE	AMSTERDAM ENVIRONMENTAL CENTRE (2 POST)
REF NO	DARDLEA/2025/04/79
CENTRE	GRASKOP ENVIRONMENTAL CENTRE (2 POSTS)



## LEVEL 2 TO 6

**REQUIREMENTS:** Grade 10 or ABET level 4

**SKILLS AND COMPETENCIES:** Ability to work independently and part of a team, Knowledge of garden services. Basic skills on the use of lawnmowers. Skills in plumbing and basic electrical works, and mechanical skills in lawnmower repairs will serve as an added advantage

**DUTIES:** Perform general worker related duties, repairs and maintenance, de-bushing of trees, slashing of grass and cutting of edges. Keep working area clean and tidy. General cleaning of facilities and premises. General gardening services. Support environmental programmes and activities. Report faulty or defective equipment.

POST	CLEANER (X23 POSTS)
DIRECTORATE	DISTRICT SUPPORT SERVICES
SUB DIRECTORATE	CORPORATE SERVICES
SALARY	R138 486 ANNUM
CENTRE	GERT SIBANDE DISTRICT OFFICE (4 POSTS)
REF NO	DARDLEA/2025/04/82
CENTRE	BUSHBUCKRIDGE NORTH
REF NO	DARDLEA/2025/04/83
CENTRE	BUSHBUCKRIDGE SOUTH (2 POSTS)
REF NO	DARDLEA/2025/04/84
CENTRE	DISTRICT OFFICE THULAMAHASHE (3 POSTS)
REF NO	DARDLEA/2025/04/85
CENTRE	THABACHEWU OFFICE
REF NO	DARDLEA/2025/04/86
CENTRE	VICTOR KHANYE MUNICIPALITY
REF NO	DARDLEA/2025/04/87
CENTRE	NKANGALA DISTRICT OFFICE KWAMHLANGA
REF NO	DARDLEA/2025/04/88
CENTRE	STEVE TSHWETE OFFICE
REF NO	DARDLEA/2025/04/89
CENTRE	EMAKHAZENI OFFICE
REF NO	DARDLEA/2025/04/90
CENTRE	EHLANZENI DISTRICT OFFICE (3 POSTS)
REF NO	DARDLEA/2025/04/91
CENTRE	NKOMAZI MUNICIPALITY
REF NO	DARDLEA/2025/04/92
DIRECTORATE	VETERINARY ANIMAL HEALTH SERVICES
CENTRE	TWEEFONTEIN VETERINARY CLINIC
REF NO	DARDLEA/2025/04/93
CENTRE	NGONNINI VETERINARY CLINIC
REF NO	DARDLEA/2025/04/94
CENTRE	STATE VET ALBERT LUTHULI (ARNHEMBURG)
REF NO	DARDLEA/2025/04/95
CENTRE	TONGA VETERINARY CLINIC
REF NO	DARDLEA/2025/04/96

**REQUIREMENTS:** Grade 10/ABET or equivalent qualifications as recognized by South African Qualification Authority (SAQA). Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage.

**SKILLS AND COMPETENCIES:** Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals, cleaning equipments and ablation hygienic principles. Good personal and organisational skills. Communication and problem solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.

**DUTIES:** Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the centre. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.



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POST	CLEANER
SUB-DIRECTORATE	RESEARCH INFRASTRUCTURE SUPPORT SERVICE
SALARY	R138 486 PER ANNUM
CENTRE	ATHOLE RESEARCH FARM
REF NO	DARDLEA/2025/04/97

**REQUIREMENTS:** Grade 10 or equivalent

**SKILLS AND COMPETENCIES:** Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. Ability to execute physical and manual tasks. Knowledge of general cleaning services, including but not limited to gardening. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.

**DUTIES:** The cleaning in and around offices, guesthouses, conference halls and other buildings. Dusting and polishing of furniture, vacuum cleaning of carpets, washing of windows, polishing and sweeping floors, refuse removal. Cleaning of all GG- pool vehicles. Control over cleaning materials. Washing of overall being used in the abattoir. Assist with the preparation of meals for guests and farmer's days. Assist in the maintenance of the gardens when necessary. Have to work overtime if required. Assist with other farm work if necessary.

POST	GENERAL WORKER
SUB-DIRECTORATE	STRUCTURED AGRICULTURAL TRAINING
SALARY	R138 486 PER ANNUM
CENTRE	MZINTI TRAINING CENTRE
REF NO	DARDLEA/2025/04/98

**EQUIREMENTS:** Grade 10 or equivalent qualification. Knowledge of Batho Pele principles. Must be medically and physically fit. Drivers licence will be an added advantage.

**SKILLS AND COMPETENCIES:** Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. Ability to execute physical and manual tasks. Knowledge of general cleaning services, including but not limited to gardening. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.

**DUTIES:** Perform routine general work including cleaning and garden services at the centre, surrounding grounds, nursery and fields. Assist with general maintenance of infrastructure at the centre including buildings, water pumps, water pipe lines and fences. Perform any other cleaning, garden and general maintenance duties as delegated by the supervisor. Ensure effective and efficient use of departmental resources at the centre.

POST	GROUNDSMAN (2 POSTS)
DIRECTORATE	VETERINARY ANIMAL HEALTH SERVICES
SALARY	138 486 PER ANNUM
CENTRE	MBOMBELA (SONHEUWEL)
REF	DARDLEA/2025/04/99
DIRECTORATE	GERT SIBANDE DISTRICT
CENTRE	GERT SIBANDE DISTRICT OFFICE (ERMELO)
REF	DARDLEA/2025/04/100

**REQUIREMENTS:** Grade 10/ABET, experience will be an added advantage. Knowledge of Batho Pele Principles.

**SKILLS AND COMPETENCIES:** Good interpersonal relations. Knowledge of working equipment and materials. Must be prepared to work extended hours. Should be able to read and write. Ability to work independently and part of a team.

**DUTIES:** Perform Groundsman related duties in the District Office, including but not limited to rendering gardening and maintenance services. Maintenance and cleaning of premises and surroundings. Planting of seedlings, mowing of lawn and cutting of edges. Keep parking areas, ditches and gutters clean and tidy. Empty refuse bins. Assist with the on/off load of deliveries. Perform general work as delegated by supervisor from time to time.

**ENQUIRIES:** Ms. SP Shongwe: 013 766 6003 or Ms. NE Hlatshwayo: 013 766 6110 or Ms. NF Mgiba: 013 766 6476 or for Ehlanzeni District: Ms. MH Sekoma: 013 759 4000, for Nkangala District: Ms. BM Mahlangu: 0714994823, for Gert Sibande District: Mr. R.S Mhlongo: 017 819 2076 and for Bohlabela District: Ms. OS Ndhlovu: 076 461 4054.





## VACANCIES

### LEVEL 2 TO 6

**CLOSING DATE: 16 MAY 2025**

**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 X 11219, Riverside Park, Mbombela, (1200) or Email: [dardlearecruitment-ho@mpg.gov.za](mailto:dardlearecruitment-ho@mpg.gov.za). For **EHLANZENI DISTRICT OFFICE:** to the District Director, Block 4, Aqua Street, PO Box 266, Riverside Park, Mbombela, (1200) or Email: [dardlearecruitment-ehls@mpg.gov.za](mailto:dardlearecruitment-ehls@mpg.gov.za). For **BOHLABELA DISTRICT OFFICE:** to the District Director, 101 Main Road, Private Bag X1321, Thulamahashe, (1365) or Email: [dardlearecruitment-ehln@mpg.gov.za](mailto:dardlearecruitment-ehln@mpg.gov.za). For **GERT SIBANDE DISTRICT OFFICE:** The District Director, 44 Church Street, Private Bag X 9071, Ermelo (2350) or Email: [dardlearecruitment-gs@mpg.gov.za](mailto:dardlearecruitment-gs@mpg.gov.za). For **NKANGALA DISTRICT OFFICE:** to the District Director, Ebhudlweni Building, Government Complex, Private Bag X 4017, KwaMhlanga (1022) or Email: [dardlearecruitment-nka@mpg.gov.za](mailto:dardlearecruitment-nka@mpg.gov.za). Please ensure that you email your application to the relevant email.

**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 detailed Curriculum Vitae. 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. 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. 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 be placed on the filling of posts or the Department be 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 determined 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. 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.

**IMPORTANT:** DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DARDLEA through the filling of posts. **No Payment of any kind is required when applying for these positions.**