

DEPARTMENT OF AGRICULTURE, FORESTRY & FISHERIES

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P. O. Box 11506, Tierpoort, 0056.
- APPLICATION ENQUIRIES** : URS Response Handling, Tel. 012 811 1900.
- FOR ATTENTION** : URS Response Handling.
- CLOSING DATE** : 15 December 2011
- NOTE** : It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at www.gov.za/documents and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and Identity Document [Driver's licence where applicable]. Applications received via fax or email will not be accepted. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. In accordance with the National Vetting Strategy for the Public Service all nominated candidates will undergo a personnel suitability check to verify his/her suitability in terms of RSA citizenship, criminal record, previous employment, educational verification and credit record. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the post(s).

OTHER POSTS

- POST** : **SCIENTIST PRODUCTION GRADE C (OSD) (REF 530/2011)**
Directorate: Agricultural Inputs Control
- SALARY** : R 363 192 – R 556 788 per annum (all inclusive package) (package to be determined according to relevant experience as per OSD determination)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a B.Sc. Honours degree in Agriculture with Entomology as a major subject (you are required to furnish a credit certificate and/or statement of results) with three years post-qualification experience in scientific research. (A copy of the applicant's service record must be attached). Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Knowledge of and experience in: programme and project management; scientific methodologies and models; ability to research and develop independently; computer-aided scientific applications (MS Office software – Word, Excel and PowerPoint); legal compliance; technical report writing (ability to prepare and present complex reports); data analysis (high level analytical skills, expertise and experience in the interpretation of the Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947)); presentation skills; and mentoring skills. A valid driver's licence.
- DUTIES** : The incumbent will be responsible to evaluate and review biological scientific data to support the registration of pesticides. Prepare and provide written technical evaluation reports. Ensure that biological scientific trials are designed, conducted and interpreted in a sound scientific manner. Assist in the development of new policies, programmes and processes relating to the registration of pesticides, including the preparation of guidelines, manuals and scientific and technical reports on the regulation of these products. Participate in national and international activities to facilitate harmonisation of testing and evaluation procedures. Create public awareness on regulations of pesticides. Liaise with relevant bodies/councils, industry, Government Departments and

other stakeholders on science/regulatory related matters. Mentor, train and develop other Scientists.

NOTE : The DAFF welcomes persons with physical disabilities to apply. Short-listed candidates will be subjected to a skills/knowledge test.

ENQUIRIES : Mr M.J. Mudzunga, Tel. 012 319 7303.

POST : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF 565/2011)**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R 434 505 per annum (all inclusive package)
: Cape Town
: Applicants must be in possession of a three-year qualification or equivalent qualification with Accounting or Contract Law or Supply Chain Management or Purchasing as a major subject(s). Proven staff supervision experience. Extensive experience in supply chain management, fixed asset management and management of staff. Strong communication and negotiation skills are necessary. Relevant accounting software skills and exposure to computerised procurement systems. Proper understanding of the ORACLE system will serve as an advantage. Experience in Accrual Accounting Principles (GRAP) and management reporting. A valid driver's licence.

DUTIES : The incumbent will be expected to perform the following duties: demand, acquisition and logistics management; manage contract administration and record-keeping; execute the physical disposal process; monthly reporting and reconciliation of fixed assets; and ensure compliance with the Departmental bid administration process and treasury circulars and practice notes. Supervision of staff.

NOTE ENQUIRIES : An official transcript from the Tertiary Institution is required.
: Mr S. Tikayo, Tel. 021 402 3373.

POST : **DEPUTY DIRECTOR: LAND BORDERS (REF 564/2011)**
Directorate: Inspection Services

SALARY CENTRE REQUIREMENTS : R 434 505 per annum (all inclusive package)
: Pretoria
: Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture with Horticulture, Agronomy, Plant Pathology, Entomology, Food Technology, Plant Genetics and/or Animal Health as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Technical experience (with regard to the Global Trade environment, SPS, TBT, CBD principles, the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Plant Improvement Act, 1976 (Act 53 of 1976), the Liquor Products Act, 1989 (Act 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997) and the Agricultural Products Standards Act, 1990 (Act 119 of 1990) as well as experience in management and generic administrative processes. A valid driver's licence. Basic computer literacy in MS Office software. Good communication, co-ordination, conflict management, problem solving and negotiation skills are essential.

DUTIES : The incumbent will be responsible to manage, plan, co-ordinate, organise, lead, control and supervise the Component: Land Borders. Manage the application of all relevant agricultural legislation to be applied at these ports of entry and the relevant international agreement (inter alia WTO-SPS, WTO-TBT, CBD, etc.). Manage the Component with regards to generic administrative processes related to Human Resources, Finance, Asset Control, Transport and Infrastructure. Ensure a port of entry point inspection service in compliance with relevant international standards. Evaluate policies strategically and identify opportunities/implications from national/international policies and trends. Solve problems on a conceptual and technical level. Manage and design projects. Represent the Directorate at relevant committees and forums. Manage the process of compiling Standard Operating Procedures (SOP's) for the relevant division and provide inputs towards legislation and policies. Member of the management and broad management of the Directorate.

ENQUIRIES : Mr A. van Schoor, Tel. 012 309 8778.

POST : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION (REF 546/2011)**
Directorate: Human Resources Management

SALARY CENTRE : R 434 505 per annum (all inclusive package)
: Pretoria

- REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/diploma with extensive experience in the field of human resources management with specific reference to the public sector recruitment and selection environment coupled with supervisory experience. Extensive knowledge of the Public Service Regulatory framework which directs recruitment and selection practices. Applicants must be assertive, possess strategic thinking capabilities and be results and deadline driven. Skills required: interviewing and communication (verbal and written); facilitation and presentation; project management; financial management, research and report writing; people management and team building; interpersonal relations; conflict management and resolution; problem solving; organising and planning; and advanced computer literacy in MS Office software. Knowledge of public service procurement processes. A valid driver's licence and the willingness to travel.
- DUTIES** : The incumbent will be responsible to manage the recruitment and selection process (staff and external service providers). Provide leadership to the recruitment and selection Sub-Directorate. Render a secretariat service at interviews for Senior Management Services' posts and provide training to line managers on interview skills on recruitment and selection processes. The incumbent will further be required to conduct research to improve the recruitment and selection process. Provide regular written reports and make presentations to management on the vacancy rate and turnaround times on the filling of posts. Ensure that personnel suitability checks are conducted and interact with service providers and internal role-players to fast-track the appointment process. The incumbent will also develop and maintain an information management system in order to monitor the filling of vacancies to analyse recruitment and exit trends as well as to make recommendations to management in this regard.
- NOTE** : Short-listed candidates will be required to undertake a competency test to assess the required skills and knowledge.
- ENQUIRIES** : Ms L. Bouwer, Tel. 012 319 6675.
- POST** : **DEPUTY DIRECTOR: TECHNICAL AND INFORMATION SERVICES (REF 543/2011)**
Directorate: Forestry Management (Limpopo/Mpumalanga)
- SALARY CENTRE REQUIREMENTS:** : R 434 505 per annum (all inclusive package)
: Nelspruit and Makhado
- DUTIES** : Applicants must be in possession of a Bachelor's degree in Forestry. Experience in a forestry information management environment. Knowledge of packaging forestry information. Advanced knowledge of the Forest sector in SA and the latest developments in Forestry management theory and practices. Sound understanding of the National Forests Act, 1998 (Act 84 of 1998) (NFA), Public Financial Management Systems as prescribed by the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and other related environmental legislation and policies impacting on the Forest sector. Good interpersonal relations and strong analytical, conceptual and formulation skills. Computer literacy (MS Office software). A valid Code EB driver's licence.
- The incumbent will be responsible to develop a strategy for a technical forest management support service. Sustainable forest management business processes implemented, maintained and improved. Set criteria, indicators and standards for sustainable forest management. Technical systems and decision-support tools to support the implementation of the NFA for protected areas, protected trees and the maps and rules for access to State forests. Best practice guidelines and standards for SFM. Provide support to Forestry Regulation, Forestry Support and clusters in audits of and reports on the performance and management of State forests. Develop the C, I and S system, in collaboration with other P&R Forestry Components, Clusters and external stakeholders. Manage and co-ordinate the implementation, maintenance and improvement of the sustainable Forest Management business processes. Oversee and support monitoring and assessment of the performance of the Forest sector against these criteria and indicators, including the implementation of policy and regulations. Provide specialist technical support to other Forestry components on the scientific elements of forest management. Provide scientific forest management guidelines, best practices and assistance. Administrative tasks including budgeting, budget control and management, project management and management of Professional Service Providers.
- ENQUIRIES** : Mr A. Tshivhase, Tel. 015 519 3300.
- POST** : **DEPUTY DIRECTOR: FORESTRY REGULATION AND SUPPORT (REF 536/2011)**

Directorate: Forestry Regulation and Oversight

- SALARY CENTRE REQUIREMENTS** :
- : R 434 505 per annum (all inclusive package)
 - : Pretoria
 - : Applicants must be in possession of a Bachelor's degree in Forestry and/or Environmental/Natural Sciences or a related field. Experience in the administration of environmental legislation. Working knowledge of legislative processes. Sound understanding of the National Forests Act, 1998 (Act 84 of 1998) (NFA), Public Financial Management Systems as prescribed by the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and other related environmental legislation and policies impacting on the forest sector. Good interpersonal relations and the ability to work effectively with stakeholders across all levels within and outside of the Department. Strong negotiation and managerial skills as well as the ability to manage a team of professionals. A self-starter with the ability to work independently without compromising team results. Computer literacy (MS Office software). A valid Code EB driver's licence.
- DUTIES** :
- The incumbent will be responsible to assist the Director: Forestry Regulation and Oversight in the administration of the NFA. In addition, he/she will be expected to take a major role in realigning the functions and responsibilities of the Directorate within the new DAFF mandate. Provide leadership and management of the administration and enforcement of the NFA. Support and provide guidance to the development of agreements with third parties regarding the management of State forests. Monitor and assess the performance of forestry regulatory instruments and ensure continuous improvement. Participate in the evaluation of Environmental Impact Assessments (EIAs) and provide input to other Departmental and environmental related legislation. Manage capacity building and advisory support. Provide guidance, manage and oversee the processes for the development of regulations and any required amendments of the NFA. Administer the NFA and ensure compliance thereof, including but not limited to the development and revision of policies and strategies pertaining to the administration of the NFA. Facilitate the joint implementation of the NFA with other organisations of the State including mechanisms for co-ordination and integration with relevant statutes/regulatory instruments in allied fields. Promote awareness on the NFA and its regulations. Provide advisory support for international co-operations, the forestry regions and other role players in terms of the administration of the NFA. Represent the Department at international committees and other forums relating to sustainable forest management. Provide leadership to the Sub-Directorate: NFA Oversight with regard to the development of business plans and the management of the budget.
- ENQUIRIES** :
- Mr A.R. Madula, Tel. 012 336 7983.
- POST** :
- DEPUTY DIRECTOR: WOODLANDS (REF 548/2011)**
Directorate: Woodlands and Indigenous Forest Management
- SALARY CENTRE REQUIREMENTS** :
- : R 434 505 per annum (all inclusive package)
 - : Pretoria
 - : Applicants must be in possession of a Bachelor's degree in Forestry, a Bachelor of Technology degree in Forestry, a Degree in Nature Conservation or a B.Sc. Honours degree in Conservation Ecology or related field. Experience in woodlands and indigenous forest management. Sound understanding of the National Forests Act, 1998 (Act 84 of 1998) (NFA), the Public Financial Management Systems as prescribed by the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and other related environmental legislation and policies impacting on the Forest sector. Good interpersonal relations and the ability to work effectively with stakeholders across all levels within and outside the Department. Strong negotiation and managerial skills as well as the ability to manage a team of professionals. A self-starter with the ability to work independently without compromising team results. Computer literacy (MS Office software). A valid Code EB driver's licence.
- DUTIES** :
- The incumbent will be responsible to ensure the effective development of policies and strategies for the Sub-Directorate's functions. Develop and monitor standards for sustainable management of woodlands and indigenous forests, which will include criteria, indicators and standards for indigenous forest management and best practice guidelines, development and maintenance of technical systems and decision-support tools as well as technical support to the regions on elements of forest management. Manage planning, forest monitoring and co-ordinate research. Ensure rehabilitation of degraded forest ecosystems. Develop and implement biodiversity awareness programmes which includes

participating in biodiversity awareness programmes with other stakeholders and develop and disseminate learning support materials. Manage the promotion of community based sustainable resource use to support sustainable development. Provide leadership to the Sub-Directorate. Perform and manage administrative and related functions (compilation of monthly and quarterly progress and technical reports [functional and support related] e.g. work plans for PMDS). Develop business and action plans for the Sub-Directorate. Develop and implement a service delivery improvement programme for the Sub-Directorate. H resources management and development. Compile budget control and monitor expenditure.

ENQUIRIES : Ms T. Mjali, Tel. 012 309 5716.

POST : **SENIOR ICT SPECIALIST (REF 562/2011)**
Directorate: Information and Communication Technology

SALARY : R 434 505 per annum (all inclusive package)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree plus a Telecom or TELKOM Certificate and must be a qualified Telecommunications Technician (valid post). An LMO (Licence Maintenance Officer) two-type licence (for cabling). REALITIS/DX v8.0 training. Aastra/Ericsson Business Phone End User training. As well as Aastra/Ericsson Business Phone v8.0 and v9.0 and IP training. Extensive experience in Telecommunications support. Cabling experience in indoor and outdoor cabling, overhead cabling, underground cabling, cat 5 and cat 6 cabling, open route, arial cabling, optic fibre, Z screen cabling and broadcast lines. PABX experience in ISDX, ISX, Telleboss, Samsung, Realitis, ISDX, Siemens Hicom, Philips, Ericsson, Aastra, Hymax, Diana, Upiter, DPS and BTS. Experience in the following types of lines: telcom (Analogue, Digital, Desk line, 2 Meg ISDN, DDI [direct dialling in], DDO [direct dialling out], ISDN primary rate, basic rate and broadcasting cabling, outdoor lines, premicells, radiolinks, spacestreams and VSAT (Virtual Satellite) lines. Experience in TMS, voice mail, DX-pro, auto attendance, screenbace, UPS, video conferencing (entry level, duel level, board room, desk top, etc.) and desktop conference (proof must be attached). Basic computer literacy. A valid driver's licence and the willingness to travel.

DUTIES : The incumbent's responsibility will be to provide telecommunication and UPS maintenance services and new services on the DAFF campus, Regional Offices, the House of the Minister, Deputy Minister and Director-General. Manage and monitor the PABX vendor maintenance and service level agreements. Manage and rectify day-to-day faults and co-ordinate PABX vendors. Research and advise on telecommunication services. Provide a set of high-level management telecommunication reports per site. Provide telecommunication services on structured cabling. Manage, monitor and research on the voicemail system. Manage, monitor and report on Telkom infrastructure. Monitor the Telephone Management System (TMS) and PABX output. Preventative maintenance on DAFF telecommunications infrastructure.

NOTE : Short-listed candidates will be subjected to a skills/knowledge test.

ENQUIRIES : Ms A. Vermaak, Tel. 012 319 6202.

POST : **DEPUTY DIRECTOR: SECTOR CAPACITY DEVELOPMENT (REF 544/2011)**
Directorate: Sector Education and Training

SALARY : R 434 505 per annum (all inclusive package)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma/degree or NQF level 6 qualification in Education and Training with experience in project management, education, training and/or development related fields. Knowledge of policies and legislation relevant to skills development in South Africa. Good co-ordination, planning and liaison skills. Strategic management, multi-tasking and leadership skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Report writing and presentation skills. Computer literacy (MS Office software). A valid Code B driver's licence. Ability to perform tasks independently and under pressure.

DUTIES : The incumbent will be responsible to liaise with the Agricultural, Forestry and Fisheries line function SETAs on skills development matters on behalf of the Department. In collaboration with the SETAs, generate quarterly and annual sector training reports. Ensure DAFF representation on the Boards, chambers

and/or technical structures of line function SETAs. Initiate and co-ordinate the implementation of signed Service Level Agreements between DAFF and its line function SETAs. Conceptualise, negotiate and co-ordinate the implementation of joint projects between DAFF and its line function SETAs. Facilitate the generation of appropriate qualifications needed by line function Directorates. Liaise with the National Skills Fund on behalf of the DAFF.

ENQUIRIES : Ms R. Watkins, Tel. 012 319 7028.

POST : **CONTROL SCIENTIFIC TECHNICIAN PRODUCTION GRADE A (OSD) (REF 417/2011)**

Directorate: Genetic Resources

SALARY : R 261 918 – R 299 475 per annum

CENTRE : Stellenbosch

REQUIREMENTS : Applicants must be in possession of a B.Sc. degree with Botany, Horticulture, Agronomy, Genetics and/or Plant Biotechnology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Six years post-qualification experience in plant breeding, plant variety evaluations and/or botanical systematics. Registered with the South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. A valid driver's licence. Experience in and knowledge of programme and project management, scientific methodologies and models to manage the design of field trials, the observations made and measurements taken on various plant morphological characteristics, problem formulation, hypothesis testing, etc. In-depth knowledge and understanding of the Plant Breeders Rights Act 1976 (Act 15 of 1976) and its relation to the Union for the Protection of New Varieties of Plants (UPOV) as well as the Plant Improvement Act, 1976 (Act 53 of 1976) and national and international policies relevant to plant variety protection. Good technical report writing skills. Ability to create a high performance culture, must display a high level of professional judgement and analyse data and policies. Ability to make scientific presentations and mentor staff. Good decision making abilities, be a team leader and be highly organised. Experience in Human Resources Management and Financial Management. Must be prepared to travel country-wide and internationally in carrying out his/her duties. Computer literacy in MS Office software and good knowledge of data management.

DUTIES : The incumbent will be responsible to develop and implement methodologies, policies, systems and procedures. Supervise the scientific analyses of data generated during field trials. Co-ordinate all regulatory and technical activities required for the granting of plant variety protection and variety listing. Undertake technical assessment of candidate varieties where required. Collate technical reports and submit to the Office of Registrars for the Plant Breeders Rights Act, 1976 and the Plant Improvement Act, 1976. Provide strategic leadership on technical inputs towards the development and implementation of policies, legislation, norms and standards on plant variety protection. Liaise with key stakeholders including plant breeders, importers, industry groups, commodity groups and international organisations. Lead the co-ordination and development of databases, procedures and regulatory frameworks to contribute towards the submission of reports and data as required by the relevant international bodies such as the UPOV. Undertake relevant research and development. Contribute to human capital development by supervising technical and support staff. Procurement of goods and services. Draft documents as required by Departmental administrative procedures and processes.

NOTE : Short-listed candidates will be subjected to a competency assessment.

ENQUIRIES : Dr J. Jaftha, Tel. 012 319 6024.

POST : **ASSISTANT DIRECTOR: WOODLANDS (REF 522/2011)**

Directorate: Woodlands and Indigenous Forest Management

SALARY : R 221 058 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma in Forestry, (B.Sc.) degree in Forestry or a Bachelor of Technology degree in Forestry, or Degree in Nature Conservation or Honours Degree in Ecology or related field. Experience in the management of indigenous forests in a district, the implementation of forest protection plans, the development of plans to manage woodlots, the development of a plan for scientific utilisation of natural resources, the management of infrastructure, research in indigenous forest, the participation of stakeholders, the development of a business plan for awareness campaigns and the management

of the resources of the component. Excellent communication (verbal and written) skills. Computer literacy (MS Office software) as well as project and programme management. A valid driver's licence and the willingness to travel extensively. Good understanding of Forestry legislation and Integrated Environmental Management (IEM). Familiarity with environmental management standards and auditing.

DUTIES : The incumbent will be responsible to ensure the implementation and review of criteria, indicators and standards for indigenous forests. Develop guidelines and best practices for indigenous forest and woodlands management. Develop and implement guidelines for audits of and reports on the performance of management of State forests. Provide inputs to Service Level Agreements (SLAs) with bodies managing indigenous forests and woodlands. Ensure development of technical systems and decision support tools to support sustainable forest management. Ensure key stakeholder participation in forest management. Develop and implement environmental awareness programmes. Ensure planning, forest monitoring and research. Develop and implement forest ecosystems rehabilitation programmes. Promote and facilitate integrated environmental management including forest biodiversity management. Compile budget and expenditure reports. Develop business plans and compile monthly and quarterly progress reports. Liaise with the Agricultural, Forestry and Fisheries line function SETAs on skills development matters on behalf of the Department. In collaboration with the SETAs, generate quarterly and annual sector training reports. Ensure DAFF representation in the boards, chambers and/or technical structures of line function SETAs. Initiate and co-ordinate the implementation of signed SLAs between DAFF and its line function SETAs. Conceptualise, negotiate and co-ordinate the implementation of joint projects between DAFF and its line function SETAs. Facilitate the generation of appropriate qualifications needed by line function SETAs. Liaise with the National Skills Fund on behalf of the DAFF.

ENQUIRIES : Ms T. Mjali, Tel. 012 309 5716.

POST : **CHIEF FORESTRY DEVELOPMENT OFFICER (2 POSTS) (REF 541/2011)**
Directorate: Forestry Management (Mpumalanga/Limpopo)

SALARY : R 221 058 per annum
CENTRE : Lephalale (Waterberg District) and Phalaborwa (Mopani District)
REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Forestry. Equivalent qualifications with relevant experience as a Forester/ Assistant manager will also be considered. B.Tech qualification will serve as a recommendation. Sufficient knowledge of general management. Good presentation, communication and interpersonal skills. Knowledge of relevant Acts. Computer literacy (MS Office software). A valid driver's licence.

DUTIES : The incumbent will be responsible for the development and transformation of the Forestry sector. Ensure implementation of Government objectives and promotion of rural livelihoods. Develop procedures to perform the functions. Create an enabling environment for local economic development to develop the Forestry sector as an economic opportunity. Support entrepreneurship in the Forestry sector. Provide advice on technical management of forestry activities, application for licensing and capacity development. Manage Forest Enterprise Development, greening and livelihood. Ensure that IDP's and PEGDS include forestry development objectives and programmes. Ensure that FET initiatives are promoted. Promote afforestation. Perform strategic planning and provide input in the strategic planning process of the component. Control and verify the programme's objectives. Ensure the participation of stakeholders. Encourage workable relations with stakeholders. Perform a co-ordination role with all stakeholders involved. Develop a business plan for awareness. Manage resources within the component (human resources; change management; financial administration; PMDS; and asset management).

ENQUIRIES : Mr N.S. Matsea, Tel. 015 290 1200.

POST : **CHIEF FORESTER (REF 497/2011)**
Directorate: Forestry Management (Other Regions)

SALARY : R 221 058 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Forestry, Natural Sciences, Social Sciences and/or Natural Resources Management. Experience in the regulation of natural resources. Knowledge of the National Forest Act, 1998 (Act 84 of 1998) (NFA). Understanding of current Environmental

legislation, Environmental Impact Assessment processes and Disaster Management legislation. Understanding of processes to issue licences for protected tree species. Good presentation and facilitation skills. Good communication (verbal and written) skills. Ability to work with various stakeholders as well as to collect and analyse data from key stakeholders to inform the implementation of legislation. Keen interest in the administration of legislation. Computer literacy (MS Office software). Willingness to work long hours. A valid driver's licence and the willingness to travel.

DUTIES : The incumbent will be responsible for the implementation of the NFA. Provide support for the implementation, enforcement and administration of the NFA. Assess and process licence applications and monitor compliance with regulatory requirements. Maintain the licence information system and provide reports. Assist in the investigating of offences or breaches of regulatory standards and prepare recommendations (reports) or any relevant documents for the judiciary. Disseminate information regarding the NFA to the public, communities, other line functions and external stakeholders. Represent the Department at meetings with stakeholders and build capacity to other institutions and stakeholders.

ENQUIRIES : Ms T. Gugushe, Tel. 015 405 9000 / Cell. 082 611 8949.

POST : **ASSISTANT DIRECTOR: LIVELIHOODS (REF 553/2011)**
Directorate: Forestry Management (Other Regions)

SALARY : R 221 058 per annum
CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Forestry, Natural Sciences, Social Sciences, Natural Resources Management and/or Economics. Appropriate experience in Urban Greening, Events Management, Human Resources Management and Project Management. Good presentation, facilitation, interpersonal and communication (verbal and written) skills. Report writing skills. Ability to work with various stakeholders as well as collect and analyse data from key stakeholders to inform the implementation of the Forestry Enterprise Development and Urban Greening. Computer literacy (MS Office software) and database management. A valid driver's licence.

DUTIES : The incumbent will be responsible to initiate, facilitate and support Forest Enterprise Development and Livelihood programmes and projects in the Free State Province. Identify areas with potential for Forest Enterprise Development and Livelihood and liaise with Traditional Authorities and other relevant stakeholders to implement these programmes for the benefit of communities. Identify Municipalities with potential for Forestry programmes and present Departmental programmes to IDP forums. Participate in the review and Bilateral meetings with Municipalities. Lobby funds to support projects. Maintain the Provincial database and records of all projects initiated and supported in the Free State. Monitor and evaluate projects timeously. Increase contribution of Green Jobs in order to improve Livelihoods. Draw Annual Plans of Operations and perform Annual Appraisals.

ENQUIRIES : Ms T. Gugushe, Tel. 015 405 9000 / Cell. 082 611 8949.

POST : **SENIOR ADMINISTRATIVE OFFICER (REF 538/2011)**
Directorate: Forestry Management (Limpopo/Mpumalanga)

SALARY : R 185 958 per annum
CENTRE : Nelspruit

REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Public Management with experience in an administrative environment OR a Grade 12 (Matric) Certificate with extensive experience in an administrative environment. In-depth knowledge of the Public Services Administrative procedures. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999), Public Service Regulations, procurement procedures, information management, electronic accounting system, financial procedures and Treasury Regulations. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently, within a team and under pressure.

DUTIES : The incumbent will be responsible to render an effective and efficient office administration and support service to the Directorate. Provide provisioning and procurement management with regard to identifying equipment, furniture and stationery needs as well as sourcing thereof. Ensure that necessary equipment and supplies are available pro-actively. Ensure maintenance of all equipment to a working condition at all times including air conditioners, computers, printers, etc. Ensure service scheduling. Keep an asset register of office equipment for the

Directorate. Submit quarterly reports to the Provisioning section. Interpret procurement policies and inform relevant people about new developments. Develop and continuously maintain the Department's filing system aligned to the public service document management system. Ensure effective office management by co-ordination of venues and logistical arrangements for meetings, conferences, workshops and training for the Directorate. Take minutes of the Directorate's meetings. Manage the Directorate documents, handle incoming and outgoing mail, redirect mail to relevant offices. Type and draft letters and memoranda for the Directorate. Arrange travel and accommodation for the Directorate. Ensure that telephone accounts are up to date and settled (land lines and cell phones). Provide financial administration and support to the Directorate. Perform HR related tasks for the Directorate. Assist in the supervision of staff in the section.

ENQUIRIES : Ms A. Mabuza, Tel. 012 319 7335.

POST : **FOOD SECURITY OFFICER (REF 231/2011)**
Directorate: Small Holder Development

SALARY : R 185 958 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree in Agricultural Economics. Experience in the field of food security, rural development as well as in broader socio-economic and development issues. Knowledge of Land and Reform and vulnerability assessments. The following skills are essential: Good communication (verbal and written) skills. Report writing, analytical and presentation skills. Computer literacy (MS Office software), database management and information analysis programmes. A valid driver's licence is a pre-requisite.

DUTIES : The incumbent will be responsible for the quantitative data management of relevant sectoral data sets under the FIVIMS (agriculture, income, health, malnutrition, water and sanitation), developed under the framework of the Integrated Food Security and Nutrition Programme (IFSNP). Manage and analyse the identified Food Security Information needs for analysis. Mobilise stakeholders at national, provincial and local level. Conduct quantitative and qualitative analysis of the rural food insecurity, generating comprehensive socio-economic profiles of vulnerable groups in rural societies. Facilitate the development of Food Insecurity Profiles. Gather and consolidate data for result oriented implementation. Manage the development of vulnerability and Food Insecurity maps. Play a key role in Departmental and inter-Departmental reporting responsibilities on food security status in the country. Gather Food Insecurity and Vulnerability Information from stakeholders. Compile Food Insecurity status reports. Participate in regional meetings regarding food security information. Engage closely with Information Specialists and Policy Advisors from other Departments, provinces relevant to the Social Cluster and ISRDP/URP to exchange information, build rapport and conduct joint exercises where possible as food insecurity involves many disciplines. Maintain the information Expert Working Group Maintenance.

ENQUIRIES : Mr R. Tuckeldoe, Tel. 012 319 8495.

POST : **FARMER SETTLEMENT PLANNER (REF 447/2011)**
Directorate: Small Holder Development

SALARY : R 185 958 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree in Agricultural Sciences. Experience in policy making, research and sound knowledge of agricultural policies. The following skills are essential: Good communication (verbal and written) skills. Report writing, analytical and presentations skills. Computer literacy (MS Office software), database management and information analysis programmes. A valid driver's licence is a pre-requisite.

DUTIES : The incumbent will be responsible to develop policies, strategies and co-ordinate the development of programmes with regard to small holder support and development. Compile, evaluate and amend, in consultation with the role players and stakeholders, the drafting of policies and strategies. Initiate and co-ordinate the development of programmes relating to the settlement, development and support to new and existing small holder producers. Render an advisory service to the clientele of the Directorate with regard to line function matters. Initiate and develop policies and strategies with regard to small holder producers settlement, development and support. Attend line function workshops, progress meetings

and task teams regarding the Integrated Programme for Land Redistribution and Agricultural Development. Attend meetings (national and provincial) to supply/obtain information regarding line-function activities pertaining to the development of policies, strategies and the implementation of said policies and strategies. Attend the National Land Reform Co-ordinating Committees and when required the National Land Reform Co-ordinating Sub-Committees.

ENQUIRIES : Ms K. Thobejane, Tel. 012 319 8265.

POST : **SENIOR HUMAN RESOURCES PRACTITIONER (REF 547/2011)**
Directorate: Employee Relations

SALARY : R 185 958 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma/degree OR an NQF level 6 qualification in Human Resources Management. He/She must have extensive experience in the development, application and maintenance of HR policies and practices. Proficiency in English (verbal and written) as well as computer literacy in MS Office software. Policy analysis and development, good interpersonal and relation as well as problem solving and conflict resolution skills. Good knowledge of all Public Service legislation and prescripts is a prerequisite. A valid Code B driver's licence. The successful candidate will be required to travel extensively.

DUTIES : The incumbent will be responsible to develop and maintain HRM policies and practices as well as assess the impact thereof and monitor compliance. Render advice on HRM policies and practices. Co-ordinate inputs for the Departmental HR Plan and advise line managers on human resource planning. Analyse HRM information in order to pro-actively develop interventions. Develop human resource retention strategies. Investigate grievances and misconduct cases and monitor trends in order to advise on pro-active measures to ensure sound employee relations.

ENQUIRIES : Adv J.F. Landman, Tel. 012 319 7305.

POST : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A (OSD) (REF 419/2011)**
Directorate: Genetic Resources

SALARY : R 181 344 – R 195 354 per annum

CENTRE : Stellenbosch

REQUIREMENTS : Applicants must be in possession of a B.Sc. degree with Botany, Horticulture, Agronomy and/or Genetics as major subject(s) (you are required to furnish a credit certificate and/or statement of results). Registered with the South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. Three years post-qualification experience in plant breeding, plant variety evaluations or botanical systematics. A valid driver's licence. Experience in and knowledge of programme and project management, scientific methodologies and models to design field trials, making observations and taking measurements on plant morphology, problem formulation, hypothesis testing, etc. A good understanding of the Plant Breeders Rights Act, 1976 (Act 15 of 1976) and its relation to the Union for the Protection of New Varieties of Plants (UPOV) as well as the Plant Improvement Act, 1976. Good technical report writing skills. Ability to create a high performance culture, display a high level of professional judgement, analyse data from plant variety evaluations and mentor staff. Be a team leader and highly organised. Must be prepared to travel country-wide and internationally to carry out his/her duties. Computer literacy (MS Office software).

DUTIES : The incumbent will be responsible to perform scientific evaluations and analyses for the granting of plant variety protection and variety listing. Provide technical inputs on UPOV test guidelines as well as national test guidelines in the absence of UPOV test guidelines. Provide a technical advisory service on all matters related to Plant Breeders Rights and variety listing. Obtain and analyse technical information from various sources and incorporate it into standardised protocols and methodologies. Perform scientific analysis and regulatory functions. Undertake relevant research and development. Contribute to human capital development by supervising support staff.

NOTE : Short-listed candidates will be subjected to a competency assessment.

ENQUIRIES : Dr J.B. Jaftha, Tel. 012 319 6024.

POST : **SENIOR MARINE CONSERVATION INSPECTOR (REF 561/2011)**
Directorate: Monitoring and Surveillance

SALARY : R 149 742 per annum

<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a three-year qualification in Natural Science or Policing OR a. Grade 12 (Matric) Certificate with extensive experience in law enforcement and investigations. A valid Code B driver's licence. Computer literacy (MS Office software). Experience in receiving, dealing and investigating public complaints. Knowledge of the Marine Living Resources Act, 1998 (Act 18 of 1998) (MLRA) and the Criminal Procedure Act, 1977 (Act 51 of 1977). Good communication (verbal and written) skills and conflict resolution. Computer literacy (MS Office software). Candidates must be willing to work shifts, weekends, overtime and work at sea and travel when required.
<u>DUTIES</u>	:	The incumbent will be responsible to participate in special operation/investigations to prevent the illegal harvest and trade of marine products and to safeguard endangered species. Conduct sea, coastal, aerial and land patrols to prevent illegal harvesting of marine resources. Implement and enforce the MLRA, its regulations and other relevant legislation. Institute criminal proceedings against offenders including issuing of written notices to appear in court and give evidence. Conduct investigations of cases and transgressions under the MLRA, Conduct investigations pertaining to commercial rights and permit holders, react on information/complaints received. Conduct inspections in fishing industries, restaurants, fish shops, ports of entry, etc. Assist with and initiate investigations by utilising surveillance techniques. Complete documents pertaining to criminal cases (such as dockets, charge sheets, evidence collection and handling evidence). Work in high risk areas at times and in harsh environment conditions. Monitor the landing of commercial and recreational fish and fishing vessels. Travel to other centres when required and frequently work outside normal office hours.
<u>ENQUIRIES</u>	:	Mr T. Maratsane, Tel. 021 402 3508.
<u>POST</u>	:	<u>AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 563/2011)</u> Directorate: Inspection Services
<u>SALARY</u>	:	R 149 742 per annum
<u>CENTRE</u>	:	Violsdrift
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture or Animal Health with Horticulture, Botany, Plant Protection, Entomology, Plant Pathology and/or Animal Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in one of the relevant fields of study. A valid driver's licence and the ability to drive. Knowledge of and experience in the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Plant Improvement Act, 1976 (Act 53 of 1976), the Liquor Products Act, 1989 (Act 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997), the Agricultural Products Standards Act, 1990 (Act 119 of 1990) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) as well as various relevant international guidelines and rules. Good communication skills with special emphasis on conflict management will be required. Basic computer literacy (MS Office software). Candidates must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends as well as work irregular hours (shifts).
<u>DUTIES</u>	:	The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the various relevant international guidelines and obligations. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and safekeeping of detector dogs where applicable.
<u>ENQUIRIES</u>	:	Mr R.E. Maisha, Tel. 012 309 8735.
<u>POST</u>	:	<u>AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 557/2011)</u> Directorate: Inspection Services
<u>SALARY</u>	:	R 149 742 per annum

- CENTRE REQUIREMENTS** : Lebombo/Jeppe's Reef
Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture or Animal Health with Horticulture, Botany, Plant Protection, Entomology, Plant Pathology and/or Animal Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of import and export control over agricultural products regulated by the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Plant Improvement Act, 1976 (Act 53 of 1976), the Liquor Products Act, 1989 (Act 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997), the Agricultural Products Standard Act, 1990 (Act 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and various relevant international guidelines and rules. A valid driver's licence and the ability to drive. Good communication skills with special emphasis on conflict management will be required and basic computer literacy and experience (MS Office software). Candidates must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends as well as work irregular hours (shifts).
- DUTIES** : The incumbent will be responsible to conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and safekeeping of detector dogs where applicable.
- ENQUIRIES** : Mr E. Maisha, Tel. 012 309 8735.
- POST** : **COMMUNICATION OFFICER (REF 525/2011)**
Directorate: Public Liaison Services
- SALARY CENTRE REQUIREMENTS** : R 149 742 per annum
: Pretoria
: Applicants must be in possession of a National diploma/degree in Public Relations Management. Knowledge of information/document management. Excellent planning and organising skills. Willingness to work flexible hours, during weekends and extensive travelling. Good interpersonal skills. Computer literacy (MS Office software). A valid Code B driver's licence.
- DUTIES** : The incumbent will be responsible to manage departmental exhibitions and other agriculture, forestry and fisheries related exhibitions. To assist with enquiries and ensuring the participation of Directorates. To assist with the development of floor plans for departmental exhibitions such as Budget Vote, Rand Show, etc. To provide guidance to the directorates with regards to providing relevant material for exhibitions. To co-ordinate the printing of promotional material and acquiring quotations and giving advice to directorates on procurement of services. To facilitate posters, flyers and other communication material needed by internal committees.
- ENQUIRIES** : Ms P. Mabuse, Tel. 012 319 7833.
- POST** : **COMMUNICATION OFFICER (REF 540/2011)**
Directorate: Communication Services
- SALARY CENTRE REQUIREMENTS** : R 149 742 per annum
: Pretoria
: Applicants must be in possession of a National diploma/degree in Journalism. Experience in writing and media monitoring (print and electronic). Good communication (verbal and written) skills. Excellent planning and organising skills. Willingness to work flexible hours, during weekends and extensive travelling. Good interpersonal skills. Computer literacy (MS Office software). A valid Code B driver's licence.
- DUTIES** : The incumbent will be responsible to write and produce articles for external Departmental newsletters, press statements, feature articles and take photographs and pictures. Participate in Departmental projects in relation to communication objectives. Update medial lists on a regular basis.
- ENQUIRIES** : Ms P. Mbiko, Tel. 012 319 6936.

POST : **OFFICE ADMINISTRATOR I (REF 560/2011)**
Directorate: Inshore Fisheries Management

SALARY : R 121 290 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate or Secretarial diploma with experience in a secretarial and/or administrative support environment. Good telephone etiquette, interpersonal relations and organisational skills. Good communication (verbal and written) skills. Office diary management. Knowledge of various filing techniques. Maintain an up-to-date documents system and office keep etiquette. Typing skills. Ability to work independently as well as within a team. Ability to handle confidential documents. Ability to organise and prioritise work. Computer literacy (MS Office software).

DUTIES : The incumbent will be responsible for the overall administration of the Director's Office. Diary management and co-ordination of Office activities. Manage all incoming and outgoing correspondence. Create and manage a filing tracking system. Prepare for meetings, workshops, etc. Prepare and produce documents when requested. Take minutes and compile reports. Provide reception services, including screening services. Receive and attend to messages as well as provide hospitable reception of visitors. Prepare travel and accommodation arrangements and processes including all subsistence and travel claims. Handle confidential documents. Provide office administration support to the Sub-Directorates when requested. Type correspondence such as letters, submissions and reports. Perform all general secretarial and administrative tasks such as taking minutes and arranging and/or serving refreshments.

ENQUIRIES : Mr D. Fredericks, Tel. 021 402 3187.

POST : **PRINCIPAL AUXILIARY OFFICER (REF 524/2011)**
Directorate: Forestry Management - Other Regions

SALARY : R 101 007 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate. Experience in greening and livelihood projects. Good presentation, facilitation, interpersonal and communication (verbal and written) skills. Computer literacy (MS Office software).

DUTIES : The incumbent will be responsible to assist the Forestry Scientist and Foresters with planning work relating to the sustainable management of natural forests and fynbos on Forest Estates in the Southern Cape. Support the development of sustainable forestry enterprise and livelihood programmes in urban and rural areas. Improve urban, peri urban and rural environments in the Free State Province through tree centred development. Assist in identifying the market for produce, local livelihood projects and their beneficiaries to be supported. Assist during stakeholder engagements and in the needs analysis and training of identified beneficiaries.

ENQUIRIES : Ms T. Gugushe, Tel. 015 405 9000 / Cell. 082 611 8949.