

POST : **PLANT HEALTH OFFICER (REF 569/2011)**
Directorate: Plant Health

SALARY : R 149 742 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a three year Bachelor's degree in Natural or Agricultural Sciences with Plant Pathology, Entomology, Botany, Horticulture, Zoology or Pest Control as one of the major subject (s). Applicant must furnish their credit certificates or statement of results). Must have good knowledge and relevant experience in the field of policy and/or legislation development. Good writing, presentation and good communication skills. Ability to do research and write reports. Ability to develop and amend policies and/or legislation. Ability to fluently write and communicate in English. Knowledge of the Agriculture Pest Act, 1983 (Act No. 36 of 1983). Knowledge of the principles of International Plant protection Convention (IPPC) and World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement). Computer Literacy in MS Word, Excel, Outlook, Internet Explorer and PowerPoint. Willingness to travel locally and abroad. Ability to work independently and effectively under pressure. Applicants must be in possession of a valid driver's license.

DUTIES : The incumbent's responsibility will be to assist in developing, amending and maintaining national plant health policies, standard operating procedures and legislation for prevention of entry, spread and establishment of plant pests in South Africa. To proof-read plant health legislation, and identify shortfalls before publication in the government gazette. To file all correspondence in accordance with the Public Service Filing System. Must be able to render advise to the clients regarding the Agricultural Pests Act, and its regulations. Assist in auditing policies to ensure pest management compliance with national and international plant health requirements. Circulate plant health legislation to relevant stakeholders.

ENQUIRIES : Mr Maanda Rambauli. Tel 012 319 6164
CLOSING DATE : 16 December 2011
APPLICATIONS : Department of Agriculture, Forestry and Fisheries, Private Bag X 250, Pretoria, 0001

FOR ATTENTION : Ms S. Adams, Room H- FF-01, Agriculture Place Building
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 ID-document [Driver's licence where applicable]. 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 personnel suitability checks to verify their suitability in terms of RSA citizenship, criminal records, previous employment, educational verification and credit check. 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 12 months. The Department reserves the right not to make any appointment(s) to the above post.

POST : **ADMINISTRATION CLERK GRADE II (REF 568/2011)**
Directorate: Plant Health

SALARY : R 84 483 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate plus certificate in MS Office with applicable experience in generic administrative processes. Applicants must have good communication skills (written and verbal). Good understanding and knowledge of financial and procurement systems and relevant policies. Ability to develop and maintain an effective record keeping, database as well as inventory system. Good computer skills in MS Office software. Excellent typing skills. Ability to compile and type documents such as scientific data sets, reports, memos and minutes.

DUTIES : The incumbent will be responsible for the administrative processing of pest samples handed in, from surveillance traps, for identification. Documentation, capture, record keeping and dissemination of scientific information, such as pest survey data, to relevant stakeholders. Inventory control and dissemination of material and equipment to various role players. Be able to engage with clients and handle enquiries. Ensure that accurate scientific pest information is maintained and always available on the DAFF website. Drafting of documents such as memos, letters, reports and official minutes. Procurement of assets as well as goods and services. Arrangement of meetings/workshops, travel and accommodation.

ENQUIRIES : Mr J.H. Venter Tel 012 319 6384
CLOSING DATE : 16 December 2011
APPLICATIONS : Department of Agriculture, Forestry and Fisheries, Private Bag X 250, Pretoria, 0001

FOR ATTENTION : Ms S. Adams, Room H- FF-01, Agriculture Place Building
NOTE : **A pre-interview test will be conducted to assess the required skills and knowledge.**
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 ID-document [Driver's licence where applicable]. 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 personnel suitability checks to verify their suitability in terms of RSA citizenship, criminal records, previous employment, educational verification and credit check. 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 12 months. The Department reserves the right not to make any appointment(s) to the above post.