

ANNEXURE

DEPARTMENT OF AGRICULTURE

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 12 June 2009
- 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 Z 83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recent 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). Applicants which do not comply with the above-mentioned requirements, as well as late applications, will not be considered. The Department does not accept applications via fax or email. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship check, credit record check, qualification verification and employment verification). 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.

OTHER POSTS

- POST** : **DEPUTY DIRECTOR (REF 171/2009)**
Directorate: Marketing
- SALARY** : All inclusive package of R 407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a four year degree with Agricultural Economics as a major subject or a three year degree plus an Honours degree with Agricultural Economics as a major subject (a higher qualification in Agricultural Economics will serve as an added advantage) (you are required to furnish a credit certificate and/or statement of results). The candidates must have extensive management experience as well as a clear, broad and practical understanding of the South African agricultural marketing environment, the dynamics of the agro-industries and associated marketing value chains as well as agricultural marketing infrastructure and agro-logistics challenges experienced by the sector as a whole with special emphasis on the developing sector. Must have good interpersonal, communication, report writing and presentation skills, practical knowledge and application of project management tools, be innovative and able to guide and lead multi-stakeholder teams relevant to the portfolio, have a good and practical approach on human resources and financial management and must be computer literate. The candidates must further be willing and able to work independently and under pressure, and must have a valid Code B driver's licence.

DEPARTMENT OF AGRICULTURE

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- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 29 May 2009
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recent 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). Applicants which do not comply with the above-mentioned requirements, as well as late applications, will not be considered. The Department does not accept applications via fax or email. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship check, credit record check, qualification verification and employment verification). 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.

OTHER POSTS

- POST 19/01** : **CHIEF WORK STUDY OFFICER (3 POSTS) (REF 155/2009)**
Directorate: Human Resources Management
- SALARY** : R217 482 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a National diploma in Management Services (Organisation and Work Study) or Operations/ Production Management or a B-degree with Industrial Psychology as a major subject (you are required to furnish a credit certificate and/or statement of results). Applicants must have sufficient appropriate experience in the Organisation and Work-Study field as well as job evaluation (EQUATE) experience. Candidates must have knowledge of the Public Service Act or Public Service Regulations and prescripts. Well developed skills in organisation and job design, problem-solving, facilitation, interviewing and research. Good communication skills (verbal and written) are essential and the candidates must be innovative and creative thinkers. Computer literate (MS Office) and a valid driver's licence are also required.
- DUTIES** : The successful candidates will be responsible to review and re-design organisational structures, compile job descriptions, determine post establishment requirements and conduct job evaluations. The candidates will also be responsible for making proposals to management on work efficiency by means of the applications for work-study techniques. The development of policies and guidelines on work efficiency will be required. It will be expected from the candidates to supervise and train staff in his or her section.
- ENQUIRIES** : Ms. H. Marais, Tel. 012 319 6674
- NOTE** : Short-listed candidates will be required to undertake a pre-interview test to evaluate the required skills and knowledge. This is a re-advertisement of Ref 528/2008, candidates who previously applied must re-apply
- POST 19/02** : **ASSISTANT DIRECTOR: NEWS (REF 162/2009)**
Directorate: Agricultural Information Services
- SALARY** : R217 482 per annum
- CENTRE** : Pretoria

REQUIREMENTS : The successful candidate should be in possession of a recognised Bachelor's degree or diploma in Journalism. Extensive experience in Journalism or media field. Ability to develop and implement media strategies. Good communication and interpersonal skills. Planning and organising skills. Computer literacy. Knowledge of applicable legislations and public service prescripts. Knowledge of the Public Finance Management Act, (Act 1 of 1999). Team management and leadership skills. Ability to work under pressure and travel extensively. A valid driver's licence.

DUTIES : The successful incumbent will be responsible for Agricultural news service. Manage, supervise and give guidance to subordinates regarding writing of articles, radio programmes and related services. Manage the printing and distribution of the Department of Agriculture's newsletters. Manage the placement of advertorials in the media. Monitor and evaluate output of staff members. Assessment or interviews with staff members. Responsible for staff training and development. Participate in the department's projects in relations to communication objectives. Liaison with and give guidance to the Department of Agriculture's Directorates. Responsible for the division's procurement and budget matters.

ENQUIRIES : Ms. R. Tlhabane, Tel. 012 319 7337

POST 19/03 : **SENIOR WORK STUDY OFFICER (2 POSTS) (REF 156/2009)**
 Directorate: Human Resources Management
 This is a re-advertisement of Ref 526/2008, candidates who previously applied must re-apply.

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a National diploma in Management Services (Organisation and Work Study) or Operations/Production Management or an appropriate B-degree with Industrial Psychology as a major subject (you are required to furnish a credit certificate and/or statement of results). The candidates must have appropriate experience in the Organisation and Work Study field and knowledge of Job Evaluation (EQUATE) System. Well-developed skills in organisation and job design, problem solving, facilitation, interviewing and research are required. Good communication skills (verbal and written) are essential and the candidates must be creative and analytical thinkers. The candidates must be computer literate (MS Office).

DUTIES : The successful candidates will be responsible to review and re-design organisational structures, compile job descriptions, determine post establishment requirements, conduct job analysis and job evaluation and render a support service with regards to the administration of Job Evaluations. Candidates will also be responsible for making proposals to management on work efficiency by means of the applications of work-study techniques.

ENQUIRIES : Ms. N. Mabe, Tel. 012 319 7059
NOTE : Short listed candidates will be required to undertake a pre-interview test.

POST 19/04 : **COMMUNICATION OFFICER (REF 163/2009)**
 Directorate: Agricultural Information Services

SALARY : R 117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful candidate should be in possession of a three year degree or diploma in Journalism or an equivalent qualification. Experience in writing. Experience in media monitoring (print and electronic). Computer literate. Knowledge of InDesign, Photoshop and CS 3 Acrobat Distiller. Ability to work under pressure, travel extensively, work over weekends and during public holidays. A valid driver's licence.

DUTIES : The successful incumbent will be responsible to write articles and take pictures. Compile media alerts and statements. Responsible for media monitoring and analysis. Assist in arranging press or media conferences. Responsible for lay-out and design of publications. Participate in departmental projects in relation to communication objectives. Update media list on a regular basis.

ENQUIRIES : Ms. R. Tlhabane, Tel. 012 319 7337

- DUTIES** : The incumbent will be responsible to deliver on the following areas:
Provide leadership in designing and managing the agricultural marketing infrastructure and agro-logistics support program in the department; identify agricultural marketing infrastructure and logistics gaps experienced by the sector as a whole as well as by the resource poor farmers and develop strategies to close the gaps in partnership with the key government and industry players; develop and manage the implementation of accepted operational procedures for the establishment of agricultural marketing infrastructure nationally; develop, implement and monitor strategies aimed at removing constraints that limit developing farmers from accessing and utilising available agricultural marketing infrastructure such as silos, fresh produce collection depots, processing facilities, etc. owned by the established sector (develop partnership models and market access linkages for shared access); undertake impact assessments of the effectiveness of the infrastructure and agro-logistics interventions and provide advice to management on ways to overcome the constraints; and represent the Directorate and the Department on different logistics related forums and meetings. Undertake the overall management of the Sub-directorate with regard to budget planning and expenditure control and personnel management and human resource development. Undertake ad hoc activities such as general enquires and continual collaboration with provincial departments of agriculture and other role players.
- NOTE** : This is a re-advertisement of Ref 13/2009. Candidates who previously applied must re-apply.
- ENQUIRIES** : Mr. M.E. Morokolo, Tel. 012 319 8455
- POST** : **DEPUTY DIRECTOR: COMMODITY MARKETING (REF 172/2009)**
Directorate: Marketing
- SALARY CENTRE REQUIREMENTS** : All inclusive package of R 407 745 per annum
: Pretoria
: Applicants should be in possession of a four year degree with Agricultural Economics as a major subject or a three year degree plus an Honours degree with Agricultural Economics as a major subject (a higher qualification in Agricultural Economics will serve as an added advantage) (you are required to furnish a credit certificate and/or statement of results). The candidates must have extensive management experience as well as a sound and practical understanding and articulation of the South African agricultural marketing environment. The candidate should have strong practical experience and exposure in analysing the structures of different agricultural industries. Must have a deep and broad practical understanding of the agricultural marketing environment, agricultural marketing policies as well as the dynamics of the agricultural marketing value chains. Good interpersonal, communication, report writing and presentation skills. Practical knowledge and application of project management, have a good and practical approach on human resources and financial management and must be computer literate. The candidates must further be willing and able to work independently and under pressure and must have a valid Code B driver's licence.
- DUTIES** : The incumbent will be responsible to manage and provide leadership in analysing the structure of main South African agricultural commodity marketing chains with a view to establishing key trends and providing reports thereof. Identify market access barriers experienced by agrarian reform beneficiaries into the key marketing value chains and draw policy recommendations and propose interventions by the State to remove the identified constraints. Manage the setting of marketing norms, standards and policies to effect fair, efficient and competitive agricultural marketing environment and practices. Facilitate the establishment and maintenance of market access linkages with major players in different

agricultural commodities value chains. Manage and facilitate the implementation of projects aimed at enhancing equitable participation in key agricultural commodity marketing value chains, particularly by agrarian reform beneficiaries. Manage, monitor and report on key marketing related matters experienced by main agricultural commodity markets which may be of National interest. Manage the development and maintenance of liaison forums with commodity groups, Provincial Departments of Agriculture, farmers associations and other relevant stakeholders. Undertake annual assessments to evaluate the impact of implemented projects. Manage financial and human resources in the unit in line with prescribed government policies and procedures.

ENQUIRIES : Mr. M.E. Morokolo, Tel. 012 319 8455

POST : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND ANALYSIS (REF 170/2009)**

Directorate: Food Security

SALARY CENTRE REQUIREMENTS : All inclusive package of R 407 745 per annum
: Pretoria

: Applicants should be in possession of a degree/B.Tech in Agricultural Economics, a B.Sc in Agriculture or a degree/B.Tech in Rural Development. The candidate must have extensive management experience. Extensive experience in policy development and formulation in agriculture, food security and rural development. Report writing, computer literacy (MS Office package) and communication skills (verbal and written). Valid Code B driver's licence.

DUTIES : The incumbent will be responsible to provide leadership in the drafting of food security policies and strategy responses. Develop appropriate guidelines for integrated and multidisciplinary programmes. Identify the critical areas for policy formulation and intervention. Support the ongoing review and updating of relevant National policies. Co-ordinate the promotion and implementation of food security policies in National, regional, provincial and local government.

ENQUIRIES : Mr. S. Mohlabi, Tel. 012 319 6736

POST : **DEPUTY DIRECTOR: SPECIAL FOOD SECURITY PROGRAMMES (REF 166/2009)**

Directorate: Food Security

SALARY CENTRE REQUIREMENTS : All inclusive package of R 344 052 per annum
: Pretoria

: Applicants should be in possession of a degree/B.Tech in Agricultural Economics, a B.Sc in Agriculture or a degree/B.Tech in Rural Development. The candidate must have extensive management experience. Extensive experience in the co-ordination of household food security programmes. Implementation and impact assessment of implemented household food security programmes. Computer literacy (MS Office packages), communication skills (verbal and written), problem solving and planning and organising skills. Valid Code B driver's licence.

DUTIES : The incumbent will be responsible to provide National guidelines to develop food security programmes. Support the development and implementation of food security programmes. Identify and strengthen provincial and local level capabilities to plan and implement food security programmes. Co-ordinating the implementation of food security programmes and conduct impact assessment studies on implemented food security programmes.

ENQUIRIES : Mr. S. Mohlabi, Tel. 012 319 6736

POST : **ICT SPECIALIST (REF 168/2009)**

Directorate: Information and Communication Technology

- SALARY** : All inclusive package of R 344 052 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a tertiary qualification in Information Technology, Computer Science or Grade 12 Certificate with extensive relevant ICT experience. ICT Security qualifications with relevant ICT Security experience. Anti-Virus Scan Administrator and knowledge of McAfee. Knowledge of Checkpoint Firewall-1 NGX, Floodgate, DNS and how it integrates with internet services, SMTP and SendMail/Exim4 configuration and Cisco equipment. Valid Code B driver's licence. The candidate must be willing to work overtime when required.
- DUTIES** : The incumbent's responsibilities will be in Administration: Anti Virus protection for the Department of Agriculture's network using the department's Anti Virus and Anti Spam software. Planning and implementation of McAfee Super Agent machines across the Department of Agriculture's network. Planning, implementing and maintaining of remote repository sites. Implementing Microsoft security updates, hot fixes and service packs, using logon scripts on Enterprise level. Analysing TCP/IP packets and analysing log files. Advising on general security risks pertaining to client computers and servers. Update the Department of Agriculture's Intranet with latest definition files and virus removal tools. Handling of technical support calls that are hardware, software and suspected virus related. Administration of Checkpoint Firewall. Management of the EPO (ePolicy Orchestrator) server on MSDE Database. Installation of Anti Virus software on servers and client machines. Managing WSUS for Microsoft Update across all platforms. Managing mail scanning for Exchange 2003. Configuring and managing the Anti SPAM Firewall 3000. Manual updating of virus definitions and removal files on certain servers and client computers. Replication of virus definitions across the National network to remote repositories. Updating servers and client machines across the DoA network. Retrieving Microsoft security updates, hot fixes and Service Packs. Testing of Microsoft security updates, hot fixes and Service Packs in the runtime environment. Spyware updates and removal scans on servers and client computers. Tracing virus broadcasting machines on the network and clearing them of infections. Scanning and clearing machines of viruses, remotely or locally. Release of quarantined mail attachments to clients, after assessment thereof. Management of Checkpoint Firewall. Conduct research on new virus trends and their working, as well as existing viruses and their working. Research of new technologies and making relevant recommendations. Research of Checkpoint Firewall. Training of clients on the prevention of virus infections. Training of clients on how Trojan and worm viruses work. Write security articles to be published on the Intranet for awareness information to users. Compile status reporting on Anti Virus and Anti SPAM. Drawing relevant reports from the EPO server and analysing them to identify problem users, machines and areas. Compile status reporting of Checkpoint Firewall. Serve as backup person for the Senior Network Security Specialist.
- NOTE** : Applicants must be prepared to undertake appropriate competency tests with regard to this post, as well as be available for an interview. This position is subject to job rotation and enrichment. Applicants must be prepared to travel.
- ENQUIRIES** : Ms. A. Vermaak, Tel. 012 319 6202
- POST** : **ASSISTANT DIRECTOR: LAND BORDERS (BCOCC)**
(REF 167/2009)
Directorate: Agricultural Product Inspection Services
- SALARY** : R 217 482 per annum
- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate three year National diploma or a B.Sc. degree in Agriculture with at least one of the following major subjects: Horticulture, Agronomy, Plant Pathology, Entomology, Plant Genetics or Animal Health (you are required to furnish a credit certificate and/or statement of results). The candidate must have appropriate and sufficient technical experience with regard to the global trade environment, SPS, TBT, CBD principles, Plant Improvement Act, 1976 (Act 53 of 1976), Genetically Modified Organisms Act, 1997 (Act 15 of 1997), Agricultural Product Standards Act, 1990 (Act 119 of 1990), Liquor Products Act, 1989 (Act 60 of 1989), Agricultural Pests Act, 1983 (Act 36 of 1983), Meat Safety Act, 2000 (Act 40 of 2000), Animal Diseases Act, 1984 (Act 35 of 1984) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) as well as other legislative mandates. The applicant must have sufficient experience of management and generic administration processes and must have a valid Code EB driver's licence. Computer skills in MS Office (Excel) are required. Good communication, co-ordination, conflict management, problem solving and negotiation skills are essential. A good knowledge of border control processes and inter departmental liaison is essential.
<u>DUTIES</u>	:	The incumbent will be responsible to manage and co-ordinate daily activities at ports of entry with regard to the capturing of data and incidents. Do profiling to eliminate risks in the agricultural environment. Liaise with other departments in the border environment. Represent the department on committees in the border environment. Manage the generic administrative processes related to personnel, finances, asset control, transport and infrastructure. Compile Standard Operating Procedures for the relevant divisions and provide inputs towards legislation and policies. Member of the Broad Management of the Directorate. Represent the Department on committees and working groups of the National Border Management Control Centre. Manage/co-ordinate the Department's participation in projects, operations and initiatives of the NBMCC. Oversee the activities of the DoA BCOC unit. Consult with and inform DoA Directorates of NBMCC strategies, operations, projects and initiatives. Ensure DoA compliance, participation and inputs with NBMCC strategies, decisions and initiatives with regard to the day-to-day operations of Ports and Entry. Provide advice on NBMCC strategies, operations, projects and initiatives as well as the DoA's legislative mandate and obligations. Manage the implementation of the DoA's contingency plans for festive seasons and special events at ports of entry.
<u>ENQUIRIES</u>	:	Mr. A. van Schoor, Tel. 012 319 6313
<u>POST</u>	:	<u>STAKEHOLDER RELATIONS CO-ORDINATOR (REF 169/2009)</u> Directorate: Intergovernmental and Stakeholder Relations
<u>SALARY CENTRE</u>	:	R 217 482 per annum
<u>REQUIREMENTS</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a three year B. degree in Public Administration. Supervisory experience. Good communication (written and verbal), interpersonal, liaison / networking, problem-solving, conceptual and analytical, project management, time management, planning and organising skills. Computer literacy (MS Word, Excel, Outlook, PowerPoint and Internet Explorer). Proven experience to work with spreadsheets and databases. Knowledge and understanding of the Intergovernmental Relations Framework Act. Knowledge of the Agricultural sector. Knowledge and understanding of the Public Service Regulations, Batho-Pele principles and the Public Finance Management Act, 1999 (Act 1 of 1999). Valid Code B driver's licence.
<u>DUTIES</u>	:	The incumbent will be responsible to co-ordinate a structured programme of interaction between the department and agricultural stakeholders. Facilitate the implementation of a departmental

stakeholder relations strategy. Co-ordinate and facilitate activities of relevant stakeholder forums. Promote and facilitate effective interactions between the department and the stakeholders. Develop key interaction and co-operation indicators aligned to the strategies and policies of the department. Provide status reports on departmental participation in stakeholder forums. Monitor, evaluate and report on the effectiveness of decisions taken at stakeholder forums. Represent the Department of Agriculture in relevant stakeholder forums. Perform any other stakeholder related functions as may be deemed necessary by the supervisor. Co-ordinate and work with women and youth organisations in the agricultural sector. Broaden stakeholder engagement to include other stakeholders outside the traditional commercial agricultural stakeholders. Facilitate the establishment of relevant structures to interact with these stakeholders.

ENQUIRIES

: Ms. N. Vutula, Tel. 012 319 7348

POST

PROVINCIAL AND NODAL PROGRAMMES CO-ORDINATOR (REF 158/2009)

Directorate: Food Security

SALARY CENTRE REQUIREMENTS

: R 174 243 per annum

: Pretoria

: Applicants should be in possession of a degree/B.Tech in Agriculture or Rural Development, preferably with one of the following major subjects or specialisation: Animal Production, Live Stock or Land and Water Resources Management, Horticulture, Agribusiness Management, Local Government and Management or Agricultural Co-operatives (you are required to furnish a credit certificate and/or statement of results). Experience in drafting and editing concise reports, programme planning and management to three spheres of Government. Valid Code B driver's licence.

DUTIES

: The incumbent will be responsible to provide National guidelines to develop food security programmes. Support the development and implementation of food security programmes. Strengthen provincial and local level capabilities to plan and implement food security programmes. Co-ordinate the implementation of food security programmes. Undertake feasibility studies on identified sites to implement food security projects. Secretariat of Special Programme for Food Security.

ENQUIRIES

: Mr. S. Mohlabi, Tel. 012 319 6736

POST

SENIOR PROJECT CO-ORDINATOR (REF 165/2009)

Directorate: Land Settlement

SALARY CENTRE REQUIREMENTS

: R 174 243 per annum

: East London, Eastern Cape

: Applicants should be in possession of a four year degree in Agriculture plus appropriate experience in agriculture or rural development. Valid Code B driver's licence and must be prepared to travel. Must have sound knowledge of project management, understanding of land reform and post settlement support programmes and the ability to work under pressure. Excellent writing and verbal communication skills. Must be computer literate and have good human relations skills.

DUTIES

: The incumbent will be responsible to assist provincial departments and farmers with the planning and implementation of CASP and land settlement projects. Maintain a land and agrarian reform database. Assessment of the impact of agrarian reform projects. Rendering advisory support services to clients and management of the Directorate. Ensure fair application of the land grant processes during committee meetings (from an agricultural point of view). Presenting line function workshops, processes, meetings and task teams regarding the impact of agrarian reform on the development of farmers. Keep track of

assistance rendered to land reform projects. Supervise Project Co-ordinators.

ENQUIRIES : Ms. P.N.Z. Mpangane, Tel. 012 319 8230

POST : **RURAL INFORMATION CENTRE CO-ORDINATOR (2 POSTS)**
(REF 159/2009)
Directorate: Food Security

SALARY : R 145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate three year B. degree or B.Tech qualification majoring in one of the following: Agricultural Sciences, Rural Development, Information Management, Social Statistics or Geographic Information System (GIS) (you are required to furnish a credit certificate and/or statement of results). Working or research experience in Agriculture, Food Security or Community / Rural development as well as knowledge in information systems development and management. Knowledge and experience in GIS or Mapping. Good analytical and interpersonal communication skills and the ability to work independently under pressure. Experience in drafting and editing concise reports. A valid Code B driver's licence. Computer literacy (MS Office package) and/or ARC-GIS software.

DUTIES : The incumbent will be responsible for collection of data and analysis at local level. Help to integrate exchange and disseminate Food Security information. Promoting better use of information to improve actions. Training of information officers on the use and application of Food Security Information Systems. Supervising the functioning of local information systems. Compiling periodic Food Security status reports. Continuous updating of rural information centres following latest trends.

ENQUIRIES : Ms. Z. Phakedi, Tel. 012 319 6656

POST : **SENIOR ADMINISTRATION CLERK GRADE I (3 POSTS)**
(REF 173/2009)
Directorate: Agricultural Product Inspection Services

SALARY : R 76 194 per annum
CENTRE : Pretoria, Napok and Lebombo
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate with relevant experience. Good communication and fluency (verbal and written) in English, typing and computer skills in MS Office (Word and Excel) are required. Secretarial skills. Good interpersonal relations. The ability to work in a professional and friendly way with personnel and clients. Knowledge of Departmental procedures finances, transport, procurement, asset control and provisioning administration. Knowledge of Departmental financial instructions and policies.

DUTIES : The incumbent's responsibility will be to render provisioning and administrative support to the unit. Capturing/typing of data on computer and in records. Typing and filing of documents, etc. Keeping of records. Compiling monthly and annual reports. Secretarial functions such as minute-taking, making of appointments, arranging meetings, booking of flights and accommodation, etc. Handling of personnel and telephonic enquires from clients. Assistance with the administering of the budget. Supply Chain Management. Processing and record keeping of transport logs, travel claims, leave, etc. Handling and distribution of incoming and outgoing mail. Management of assets and procurement of goods and services. General administrative tasks. Rendering of relief duties.

ENQUIRIES : Ms. S. Dobson, Tel. 012 319 6310

POST : **ADMINISTRATION CLERK GR II (REF 161/2009)**
Directorate: Animal Health

SALARY : R 64 410 per annum

CENTRE
REQUIREMENTS

- : Pretoria
- : The successful candidate must be in possession of a Grade 12 Certificate with experience in processing of overtime and subsistence and travel (S&T) claims, verifying transaction reports for Government vehicles and travelling arrangements for the Directorate. Good communication skills (verbal and written). Computer literacy (MS Word and Excel) and knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999).

DUTIES

- : The incumbent will be responsible to render administrative support with regard to procurement of goods and services within the unit. Processing of overtime and S&T claims. Implement and maintain an efficient filing system. Make travelling and accommodation arrangements for employees and officials within the unit. Administer the unit's budget. Process log sheets for fuel. Verify transaction reports for Government vehicles. Compile submissions and memorandas.

ENQUIRIES

- : Ms. C. Maluleke, Tel. 012 319 7475