

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** : 15 May 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** : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN**
(4 POSTS) (REF 147/2009)
Directorate: Agricultural Product Inspection Services
- SALARY** : R 174 243 per annum
- CENTRE** : Golela x 1, Lebombo x 1, Groblersbrug x 1, Vioolsdrift x 1
- REQUIREMENTS** : The successful candidates should be in possession of an appropriate three year National diploma or Bachelor's degree in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as a major subject(s) and/or a three year National diploma or Bachelor's degree in Animal Health with Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results). Relevant experience in one of the related fields. A valid Code EB driver's licence and the ability to drive. Good leadership skills with special emphasis on communication and conflict management will be required and basic computer knowledge will be essential. Supervisory skills and knowledge of law enforcement will be an added advantage. Incumbents 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 at short notice, work overtime during the week and weekends and work irregular hours (shifts). Accommodation must be arranged at own costs.
- DUTIES** : The successful 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 Agricultural Pests Acts, 1983 (Act 36 of 1983), Animal Diseases

Act, 1984 (Act 35 of 1984), Meat Safety Act, 2000 (Act 40 of 2000), Agricultural Product Standards Act, 1990 (Act 119 of 1990), Plant Improvement Act, 1976 (Act 53 of 1976), Genetically Modified Organisms Act, 1997 (Act 15 of 1997), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, importers or exporters and their agents, etc. For this position, 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. Supervision of personnel and compiling personnel, financial and other reports. Control of inventories is also part of the incumbent's responsibilities. It might also be expected from the incumbent to represent the Department on forums and at meetings.

ENQUIRIES

: Mr. R. E. Maisha, Tel. 012 319 6451

POST

: **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 146/2009)**

Directorate: Agricultural Product Inspection Services

SALARY

: R 174 243 per annum

CENTRE

: Bloemfontein

REQUIREMENTS

: The successful candidate should be in possession of a three year National diploma or Bachelor's degree in Agriculture with at least one of the following subjects as a major: Plant Pathology, Entomology and Plant Production (you are required to furnish a credit certificate and/or statement of results). Extensive knowledge and experience of law enforcement, relevant industries, generic administrative procedures and supervision of staff. Must be in possession of a valid Code EB driver's licence and must be able to drive. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills are essential. Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, ships, in containers, cold storage, etc. He/She must be prepared to travel and work away from home or office at short notice, work irregular hours and work overtime. Knowledge of the following international agreements: WTO-SPS and the International Plant Protection Convention (IPPC). Computer skills in MS Office software are required.

DUTIES

: The incumbent will be responsible to enforce the Agricultural Pests Acts, 1983 (Act 36 of 1983) as well as the provisions of the International Plant Protection Convention (IPPC) relevant to inspections to ensure that regulated articles, plants and plant products comply with the set phytosanitary requirements. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Sometimes required to conduct inspections away from his/her station as well as working overtime away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Execution of generic administrative tasks and supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES

: Mr. P. Pillay, Tel. 041 484 2725

POST

: **INFORMATION OFFICER (REF 152/2009)**

Directorate: Agricultural Product Inspection Services

SALARY

: R 145 920 per annum

CENTRE

: Pretoria

REQUIREMENTS

: The successful candidate should be in possession of an appropriate B.Sc. degree or an equivalent qualification in Agriculture with at least one of the following as a major subject: Botany, Biotechnology,

Entomology, Food Technology, Genetics, Horticulture, Microbiology, Plant Pathology, Plant Production or Pomology (you are required to furnish a credit certificate and/or statement of results). A valid Code EB driver's licence and the ability to drive, computer literate in MS Word. Basic knowledge and interpretation of relevant acts and international agreements. Excellent writing skills and the ability to solve problems, good negotiating skills and good communication skills as well as management of information.

DUTIES : The incumbent will be responsible to assist with the management, collection, analysis and storage of functional or relevant regulatory information or documentation to ensure data integrity and to retain intellectual capital. Disbursement of information within the department, to other departments, clients and the general public through exhibitions and relevant documents and information publications. Assist with the creation and maintenance of an adequate and user friendly database that is aligned with Departmental Information System and accessible to all concerned. Assist with the maintenance of and availability of information that needs to be accessible on the web page. Assist with coordinating and management of generic line function responsibilities within the Directorate: Agricultural Product Inspection Services. May have to travel and work away from the employees office.

ENQUIRIES : Ms. B. Shomang, Tel. 012 319 6348

POST : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 148/2009)**
Directorate: Agricultural Product Inspection Services

SALARY : R 145 920 per annum
CENTRE : Johannesburg

REQUIREMENTS : The successful candidate should be in possession of an appropriate three year diploma or degree in Agriculture or a B.Sc. degree in Agriculture with at least one of the following subjects as a major: Plant Production, Plant Protection (Entomology or Pathology), Horticulture, Animal Health or Animal Production (you are required to furnish a credit certificate and/or statement of results). Relevant experience in one of the related fields is required. Good supervision and leadership skills with special emphasis on communication and conflict management will be required and basic computer knowledge and experience will be essential. Incumbents 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 or office on short notice, work overtime during the week and weekends and work irregular hours (shifts). A valid Code EB driver's licence and the ability to drive. Computer literate in MS Word.

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 Agricultural Pests Acts, 1983 (Act 36 of 1983), Animal Diseases Act, 1984 (Act 35 of 1984), Meat Safety Act, 2000 (Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976), Liquor Products Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act, 1997 (Act 15 of 1997), Agricultural Product Standards Act, 1990 (Act 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and various relevant international guidelines and rules. Functions will inter alia also include training and supervision of personnel and training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers or Exporters and their agents, etc. For this position, 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 the safekeeping of detector dogs where applicable.

ENQUIRIES : Ms. S.G. Smit, Tel. 012 319 6161

<u>POST</u>	:	<u>AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (3 POSTS) (REF 150/2009)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R 117 501 per annum
<u>CENTRE</u>	:	Cape Town x 1, Johannesburg x 1, Lanseria x 1
<u>REQUIREMENTS</u>	:	The successful candidates should be in possession of an appropriate three year National diploma or Bachelor's degree in Agriculture with Botany, Plant Production, Plant Pathology, Pest Control and/or Entomology as a major subject(s) and/or a three year National diploma or Bachelor's degree in Animal Health with Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results). A valid Code EB driver's licence. Good communication skills will be required and basic computer knowledge and experience will be essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to work shifts at the Airport.
<u>DUTIES</u>	:	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 Agricultural Pests Acts, 1983 (Act 36 of 1983), Animal Diseases Act, 1984 (Act 35 of 1984), Meat Safety Act, 2000 (Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976), Liquor Products Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act, 1997 (Act 15 of 1997), Agricultural Product Standards Act, 1990 (Act 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers or Exporters and their agents, etc. as well as writing of reports. Inventory control is also part of the incumbent's responsibility. 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.
<u>ENQUIRIES</u>	:	Mr. R.E. Maisha, Tel. 012 319 6451
<u>POST</u>	:	<u>AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (6 POSTS) (REF 149/2009)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R 117 501 per annum
<u>CENTRE</u>	:	Skilpadshek x 2, Vioolsdrift x 2, Mahamba x 2
<u>REQUIREMENTS</u>	:	The successful candidates must be in possession of an appropriate three year diploma/degree in Agriculture or B.Sc. degree with at least one of the following subjects as a major: Horticulture, Botany, Plant Protection (Entomology or Pathology) and/or Animal Health (you are required to furnish a credit certificate and/or statement of results). A valid Code EB driver's licence and the ability to drive. Good communication skills with special emphasis on conflict management will be required and basic computer knowledge and experience will be essential. Incumbents 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 or office on short notice, work overtime during the week and weekends and work irregular hours (shifts). Accommodation must be arranged at own cost.
<u>DUTIES</u>	:	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 Agricultural Pests Acts, 1983 (Act 36 of 1983), Animal Diseases Act, 1984 (Act 35 of 1984), Meat Safety Act, 2000 (Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976), Liquor

Products Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act, 1997 (Act 15 of 1997), Agricultural Product Standard Act, 1990 (Act 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers or 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.

ENQUIRIES

:

Mr. R.E. Maisha, Tel. 012 319 6451

POST

:

CHIEF ACCOUNTING CLERK (REF 136/2009)

Directorate: Financial Administration

SALARY

:

R117 501 per annum

CENTRE

:

Pretoria

REQUIREMENTS

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The successful candidate must be in possession of a Grade 12 certificate or equivalent qualification with Accounting as a passed subject (Accounting as a passed subject towards obtainment of a degree or diploma will also be accepted if proof is submitted). Computer literacy (MS Word and Excel spreadsheets). Knowledge and experience of BAS/PERSAL/PERSOL and a government financial accounting system. Sound knowledge of the Public Finance Management Act, 1999 (Act x of xxxx), Treasury Relations, the South African Revenue Services' (SARS) and the Department of Public Service Administration's (DPSA) directives. Sound interpersonal and communication skills. Problem solving skills, ability to meet deadlines and to accept responsibility.

DUTIES

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The incumbent's responsibility will be to manage the calculation/reconciliation of allowances and deductions on PERSAL and BAS. Manage the transfer in and out of employees pertaining to personnel remuneration matters. Manage the service terminations. Manage the tax reconciliation, amendments, submissions and calculations in respect of income tax. Manage the appointment and remuneration of casual workers and trainees on PERSAL. Manage and supervise subordinates. Verify and authorise transactions captured by subordinates. Handle salary related enquiries.

NOTE

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Candidates will be assessed on their knowledge of the Public Finance Management Act, Treasury Regulations, PERSAL and accounting principles.

ENQUIRIES

:

Ms. A. Willms, Tel. 012 319 6929

POST

:

ADMINISTRATIVE OFFICER (REF 145/2009)

Directorate: Strategic Planning

SALARY

:

R 117 501 per annum

CENTRE

:

Pretoria

REQUIREMENTS

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The successful candidate should be in possession of a Bachelor's degree or National diploma in Public Administration. Extensive administrative experience. Experience in administering a unit's finances. Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES

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The incumbent will be responsible to manage the administrative functions of the Directorate: Strategic Planning (finance, Personnel and provisioning administration). Prepare information and supporting data for meetings, projects, presentations and reports. Supervise the Office Assistant. Maintain and improve the tracking system to monitor all incoming and outgoing post and follow up on outstanding matters. Maintain the database of stakeholders and clients. Represent the Directorate on internal committees. Render a secretarial function at meetings and handle instructions generated during these meetings.

ENQUIRIES

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Ms. M.P. Molotsi, Tel. 012 319 7951 or 012 319 7049

POST : **BURSARY CLERK (REF 144/2009)**
 Directorate: Employee Development

SALARY : R 94 326 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must be in possession of a diploma in Human Resources Management or Human Resources Development. Relevant working experience in the Public Service. The candidate must be computer literate (MS Office and PERSAL). The candidate must be professional and have good interpersonal skills, good communication skills (written and verbal) and above average planning and organising skills.

DUTIES : The incumbent will be responsible for the administration of the internal bursary scheme of the Department of Agriculture. Taking over student loans of the Department of Agriculture personnel. Maintaining bursary database. Auditing bursary files. Termination of bursaries and recovery of debt. Supply statistics for reports (weekly, monthly or annually). Compile monthly and annual reports on bursary holders. Handling enquires.

ENQUIRIES : Ms. A. van Zyl, Tel. 012 319 8178

POST : **SENIOR ADMINISTRATION CLERK**
 Directorate: Agricultural Product Inspection Services

SALARY : R 76 194 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must be in possession of a Grade 12 certificate. The candidate must have extensive relevant experience in generic administrative processes. Good financial, procurement, communication, record keeping, inventory control, data system maintenance and organisational skills are essential. A valid Code EB driver's licence and the ability to drive are required. Good computer skills in MS Word, Excel and Power Point software are required.

DUTIES : The incumbent will be responsible to give assistance to the section head in the following aspects: he/she will update the filing system on a regular basis, trace files and perform duties related to provisioning and procurement administration. General generic administrative processes, compiling of documents, record keeping, maintenance of data systems, photocopying, distribution of information, purchasing of stock and maintaining expense records. Drafting and distribution of minutes and agendas for meetings. Upkeep of all Human Resources documents including training records as well as administering of competency profiles of all officials in the component.

ENQUIRIES : Ms. M.J. Nell, Tel. 012 319 6354

POST : **REGISTRY CLERK**
 Directorate: Agricultural Product Inspection Services

SALARY : R 64 410 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must be in possession of a Grade 12 certificate with experience in Registry procedures. Knowledge of the National Archives and Record Service Act, xxxx (Act x of xxxx), the Promotion of Access to Information Act, xxxx (Act x of xxxx) and the Public Finance Management Act, xxxx (Act x of xxxx). Computer literacy.

DUTIES : The incumbent will be responsible to keep the Departmental filing system updated. Update and maintain files, open files, file documents, open incoming mail and distribution thereof. Pend files according to the pending system. Control and operate the franking machine. Maintain relevant registers. Disposal of records. Quarterly audit of records.

ENQUIRIES : Ms. L. Bobelo, Tel. 012 319 6037