

## 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** : 26 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](http://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 23/01** : **DEPUTY DIRECTOR: NATIONAL PLANT HEALTH MATTERS (REF 201/2009)**  
Directorate: Plant Health
- SALARY** : All inclusive package of R 407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a B.Sc. degree with Entomology, Zoology and/or Plant Pathology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results) as well as appropriate post-qualification experience. An appropriate Honours or M.Sc. degree will be an added advantage. Good knowledge and understanding of, as well as experience in, a regulatory/legislative environment, particularly in terms of the following: Agricultural legislation, mainly the Agricultural Pests Act, 1983 (Act 36 of 1983), the Agricultural trade environment and its strategic needs, Relevant international conventions and standards such as the WTO SPS Agreement as well as the IPPC and its ISPM's, the Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations as well as the Public Service Act, 1994 (Act 103 of 1994) and the Constitution of the Republic of South Africa Amendment Act, 1997 (Act 35 of 1997). Appropriate managerial experience regarding human resources, finances, supply chain management, asset control and project management. Excellent analytical, writing and negotiation skills. Excellent interpersonal relations and client orientation. Proven ability to work in multidisciplinary teams. The ability to function well under pressure and tight deadlines and a willingness to travel (nationally and internationally). High-level computer literacy. A valid Code EB driver's licence.
- DUTIES** : The incumbent will be responsible to manage the Sub-directorate: National Plant Health Matters in line with relevant legislation, policies, regulations, strategies and priorities. Draft, establish, revise and maintain national phytosanitary legislation, policies, standards and agreements. Provide strategic guidance on

national Plant Health awareness and promotional programmes as well as surveillance and eradication systems for quarantine pests. Co-ordinate inputs into government priority programmes. Interact with relevant stakeholders and establish links with the relevant governmental, industry and other institutions. Ensure strategic planning regarding the mandate, objectives and activities of the Directorate and Sub-directorate in accordance with the objectives of the Department of Agriculture. Provide strategic evaluation of national, regional and international policies and trends. Manage effective national communication as well as information systems in support of the relevant line functions. Liaise with other governmental departments and organisations. Provide support in managing the generic administrative processes (budget, personnel, infrastructure, etc.). Represent the Department/Directorate at various industry and other forums (national and international). Perform any other related duties as assigned.

**ENQUIRIES**

: Ms. A.P. Baxter, Tel. 012 319 6114

**POST 23/02**

: **DEPUTY DIRECTOR: INTERNATIONAL PLANT HEALTH MATTERS (REF 202/2009)**  
Directorate: Plant Health

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: All inclusive package of R 407 745 per annum  
: Pretoria  
: Applicants should be in possession of a B.Sc. degree with Entomology, Zoology and/or Plant Pathology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results) as well as appropriate post qualification experience. An appropriate Honours or M.Sc. degree will be an added advantage. Good knowledge and understanding of, as well as experience in, the international trade environment and its strategic needs, particularly in terms of: Relevant international conventions and standards such as the WTO SPS Agreement as well as the IPPC and its ISPM's; Agricultural legislation, mainly the Agricultural Pests Act, 1983 (Act 36 of 1983), the Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations, as well as the Public Service Act, 1994 (Act 103 of 1994) and the Constitution of the Republic of South Africa Amendment Act, 1997 (Act 35 of 1997). Appropriate managerial experience regarding human resources, finances, supply chain management, asset control and project management. Excellent analytical, writing and negotiation skills. Excellent interpersonal relations and client orientation. Proven ability to work in multidisciplinary teams. The ability to function well under pressure and tight deadlines and a willingness to travel, often at short notice (nationally and internationally). High level computer literacy. A valid Code EB driver's licence.

**DUTIES**

: The incumbent will be responsible to manage the Sub-directorate: International Plant Health Matters in line with relevant legislation, policies, regulations, strategies and priorities and provide support in managing the generic administrative processes (budget, personnel, infrastructure, etc.). Manage effective international communication as well as information systems in support of the relevant line functions, including the national plant protection contact point. Ensure an effective phytosanitary system that supports agricultural trade in compliance with international plant health obligations and responsibilities. Provide strategic evaluation of national, regional and international trends and co-ordinate inputs into government priority programmes and strategic guidance on phytosanitary trade agreements. Provide strategic inputs for the plant health aspects of bilateral import and export work programmes and protocols for specific plants and plant commodities. Ensure import risk assessments and policy in relation to pest management in compliance with national and international phytosanitary principles and standards. Interact with stakeholders, liaise with other government departments and organisations and establish links with the relevant international, industry and other institutions. Ensure strategic planning regarding the mandate, objectives and activities of the Directorate and the Sub-directorate in accordance with the objectives of the Department of Agriculture. Represent the Department/Directorate at various industry and other forums (national and international). Perform any other related duties as assigned.

**ENQUIRIES**

: Ms. A.P. Baxter, Tel. 012 319 6114

**POST 23/03** : **DEPUTY DIRECTOR: CLIMATE CHANGE (REF 187/2009)**  
 Directorate: Agricultural Disaster Management

**SALARY** : All inclusive package of R 334 052 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a B.Sc. degree in Agro-Meteorology, Meteorology, Climatology, Atmospheric Science or related discipline (you are required to furnish a credit certificate and/or statement of results) with extensive experience in the Agricultural Disaster Risk field. Proven managerial experience and ability to lead, plan and organise. Knowledge and extensive experience in climate change science, legislation, policy, implementation guidelines as well as project and financial management. Knowledge of guideline and policy development processes. A valid Code B driver's licence and willingness to travel extensively nationally and abroad. Negotiation, strong interpersonal and communication skills (verbal and written). Excellent report writing and computer skills.

**DUTIES** : The incumbent will be responsible to ensure the implementation of an effective climate change programme in the agricultural sector for disaster risk reduction. Supervise the co-ordination of the implementation of climate change agricultural sector plans for sustainable development at national and provincial levels. Initiate an effective planning and research area in partnership with relevant academic and research institutions (application, vulnerability, mitigation and adaptation). Identify disaster prone-areas, vulnerability mapping and climate change scenarios. Co-ordinate a team which includes relevant directorates in participating actively in national, regional and international climate change forums and maintain a liaison with relevant climate change role players. Identify opportunities and actions required by the Department of Agriculture relating to agriculture under the United Nation Framework Convention on Climate Change (UNFCCC). Monitor the impacts that climate change can have on sustainable development in agriculture. Develop and review norms and standards as well as applicable guidelines for the implementation of legislation dealing with sustainable use in agricultural resources, conservation of agricultural resources and disaster risk reduction in the context of climate change. Effectively and efficiently manage subordinates as well as the budget for the unit in accordance with the Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations. Develop a sector policy on climate change in agriculture in line with relevant agricultural Disaster Risk Management. Manage, monitor and evaluate research projects including outsourced and donor funded projects. Develop and implement sustainable awareness programmes on climate change in agriculture.

**ENQUIRIES** : Mr. I.B. Kgakatsi, Tel. 012 319 7955/6

**POST 23/04** : **AIRPORTS MANAGER (REF 180/2009)**  
 Directorate: Agricultural Product Inspection Services

**SALARY** : All inclusive package of R 344 052 per annum  
**CENTRE** : OR Tambo International Airport (Johannesburg)  
**REQUIREMENTS** : Applicants should be in possession of a three year National diploma or B.Sc. degree in Agriculture with at least one of the following as a major subject: Horticulture, Agronomy, Plant Pathology, Entomology, Food Technology, 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, GMO Act, Agricultural Product Standards Act, Liquor Products Act, Agricultural Pests Act, Meat Safety Act, Animal Diseases Act and other legislative mandates) as well as sufficient experience in management and generic administrative processes. A valid Code EB driver's licence and the ability to drive. Basic computer skills 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, harmonise and co-ordinate all aspects of the Division: Airports' inspection components in alignment with the key requirements areas of plant health, plant genetics, agricultural products quality assurance and food safety and animal health in compliance with all relevant

international obligations and responsibilities as well as the relevant national legislation. Manage the component with regard to the generic administrative processes related to personnel, finances, assets control, transport and infrastructure. Ensure that airports' inspections are in compliance with relevant international standards. Represent the Division: Airports on relevant committees and forums. Compile Standard Operating Procedures (SOP's) for the relevant divisions and provide inputs towards legislation and policies. Serve as a member of the Broad Management of the Directorate.

**ENQUIRIES**

: Mr. K.E. Phoku, Tel. 012 319 6524

**POST 23/05**

: **MANAGER: POLICIES, NORMS AND STANDARDS (REF 203/2009)**

Directorate: Plant Health

**SALARY**

: All inclusive package of R 344 052 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Applicants should be in possession of a B.Sc. degree in Plant Pathology, Nematology, Entomology or related field of study (you are required to furnish a credit certificate and/or statement of results) and extensive appropriate experience in this field. A relevant Honours degree and experience in legislative drafting. Good knowledge and understanding of: Relevant legislation, such as the Agricultural Pests Act, 1983 (Act 36 of 1983) and its linkage with the International Plant Protection Convention (IPPC) and International Standards for Phytosanitary Measures (ISPM's) as well as its application. The IPPC and ISPM's, as well as the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures. Taxonomy, biology, epidemiology, pest mitigation/control programmes. The Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations as well as the Public Service Act, 1994 (Act 103 of 1994) and the Constitution of the Republic of South Africa Amendment Act (Act 35 of 1997). Ability to propose actions for resolution, multitask, communicate and publish findings. Ability to work analytically and produce quality results in specified deadlines. Excellent writing skills in scientific and legislation processes. Good problem solving skills. Excellent interpersonal relations and must be computer literate. Good communication skills. A valid Code EB driver's licence. Willingness to travel nationally and internationally.

**DUTIES**

: The incumbent will be responsible to administrate the Agricultural Pest Act, 1983 (Act 36 of 1983) in terms of policy issues. Technically plan, manage and coordinate the revision, drafting and adoption of policies, legislation, norms, standards and guidelines. Develop and evaluate plant health policies, norms and standards to ensure they are in accordance with international requirements. Build and maintain solid communication channels within inter-governmental departments and external stakeholders. Liaise with stakeholders and ensure dialogue between Directorate: Plant Health and all clients, bodies and inter-governmental departments. Provide insight for advising committees. Support in managing the generic administrative processes (budget, personnel and infrastructure). Establish, manage and maintain effective national communication channels as well as information systems and national data bank in support of the relevant line functions. Represent the Department/Directorate at the relevant agricultural industry and other forums (national and international).

**ENQUIRIES**

: Ms. A.P. Baxter, Tel. 012 319 6114

**POST 23/06**

: **SENIOR AGRICULTURAL ECONOMIST (REF 188/2009)**

Directorate: International Trade

**SALARY**

: R 217 482 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Applicants should be in possession of a three year Bachelor's degree plus an Honours degree or a four year Bachelor's degree; both options must include two of the following as major subjects: Agricultural Economics, Economics and Business Economics supplemented by relevant experience (you are required to furnish a credit certificate and/or statement of results). Appropriate post graduate studies as well as experience in trade research analysis, international trade databases, international economics and Law will be an added advantage.

**DUTIES** : Excellent report writing skills, relevant publications and knowledge on multilateral and bilateral trade agreements. A valid Code B driver's licence. Computer skills.  
 : The incumbent will be responsible to work with the Trade Research Desk at the Directorate: International Trade and duties will be to do trade research and write research reports on international opportunities for South African agriculture. Further to do broader research on international economics, to strategise, provide market intelligence services and to develop trade. The incumbent will analyse and evaluate international developments and events that impact on agricultural policy in South Africa, represent South Africa at international forums and managerial responsibilities (including personnel management).

**ENQUIRIES** : Mr. E. Steenkamp, Tel. 012 319 8003

**POST 23/07** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF 181/2009)**  
 Directorate: Supply Chain Management

**SALARY** : R 217 482 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a three year National diploma or degree in Public Administration or Logistics Management coupled with relevant experience in Demand and Acquisition Management on Salary Level 8 or Grade 12 certificate coupled with extensive relevant experience in Demand and Acquisition Management on Salary Level 8. The successful completion of Tender Administration and/or Supply Chain Management course(s). Valid Code B driver's licence. Computer skills.

**DUTIES** : The incumbent will be responsible to manage identified needs as per departmental strategy plan/objectives and analyse expenditure. Advise the department with regard to the identification of delivery dates, the total cost of ownership of the requirement, determine the sourcing method to outsource the needs and identify the goals to be achieved for each bid to be invited. The linkage of needs with the budgets and service delivery programmes. Analyse past experience with regards to products/services, suppliers and value for money. Assist in drafting the terms of reference/bid specifications and special conditions for the identified needs. Manage human, financial and other resources of the section. Manage the supplier database. Render a secretariat service to the Bid Adjudication Committee. Verify all bid processes and make recommendations to the Bid Adjudication Committee.

**ENQUIRIES** : Ms. S. Tshelane, Tel. 012 319 7125

**NOTE** : Applicants must provide details of experience in Demand and Acquisition Management on Salary Level 8 in their applications.

**POST 23/08** : **PRINCIPAL PLANT VARIETY EXAMINER (REF 192/2009)**  
 Directorate: Genetic Resources

**SALARY** : R 217 482 per annum  
**CENTRE** : Stellenbosch  
**REQUIREMENTS** : Applicants should be in possession of a National diploma and a B.Tech degree or a three year B.Sc. degree with Botany, Horticulture, Agronomy, Genetics or Plant Biotechnology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Formal work experience in a field related to description and physiology of plant varieties, botanical systematics or plant breeding. In depth knowledge, understanding and experience of national and international policies relevant to plant variety protection. Experience in Human Resources and Financial Management. Must be computer literacy (MS Office and good knowledge of database management). Good communication skills (verbal and written) in English and must have a valid Code B driver's licence and the ability to drive. The candidate must be prepared to travel countrywide and internationally to carry out his/her duties.

**DUTIES** : The incumbent will be responsible to co-ordinate all technical activities required for the granting of plant variety protection. Undertake technical assessment of candidate varieties where required. Collation of technical reports and submission to the Office of the Registrar for Plant Breeder's Rights. Contribute towards the submission of reports and data as required by the relevant international bodies such as the International Union for the Protection of New Varieties of Plants.

Provide technical inputs towards the development and implementation of policies, legislations, norms and standards on plant variety protection. General management (Human Resources and Finances) of the office. Procurement of goods and services. Draft documents as required by departmental administrative procedures and processes. Liaise with key stakeholders including plant breeders, importers, industry groups, commodity groups and international organisations.

**ENQUIRIES**

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

**POST 23/09**

: **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (2 POSTS)**  
**(REF 175/2009)**

Directorate: Agricultural Product Inspection Services

**SALARY**

: R 174 243 per annum

**CENTRE**

: Seaports, Cape Town Harbour

**REQUIREMENTS**

: Applicants should be in possession of a three year National diploma or B.Sc. degree in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as a major subject(s) (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. Basic computer knowledge and experience. Incumbents must be capable and willing to conduct inspections inter alia in trucks, on trucks, ships, in containers, cold storages, etc. He/She must also be prepared to travel and work away from his/her home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts). The candidates must have extensive applicable technical experience. Supervision and law enforcement experience will serve as an advantage.

**DUTIES**

: The incumbent will be responsible to conduct inspections, sampling and other necessary functions, including punitive measures and administration and play a leading role in the exercising of import and export over agricultural products regulated by the Agricultural Pests Act, 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) and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Domestic Affairs, SAPS, Importers/Exporters and their agents, etc. For this post special emphasis is placed on import and export control and detection of unauthorised regulated goods imported by sea. Supervision of personnel. Compiling personnel, financial and other reports.

**ENQUIRIES**

: Mr. W. Gentle, Tel. 021 431 7400/01

**POST 23/10**

: **HEAD OF OFFICE (REF 154/2009)**

Directorate: Land Use and Soil Management

**SALARY**

: R174 243 per annum

**CENTRE**

: Upington

**REQUIREMENTS**

: Applicants should be in possession of a degree or National diploma in Nature Conservation, Entomology or Agriculture Resource Utilisation (you are required to furnish a credit certificate and/or statement of results). Knowledge in the handling of chemicals. Ability to work under pressure. A good understanding and administration of Agricultural Pests Act, 1983 (Act 36 of 1983). The incumbent must have a valid Code B driver's licence and computer literacy. Must have communication, presentation, human relations, problem solving and conflict resolution skills.

**DUTIES**

: The incumbent will be responsible to inspect, monitor and control migratory pests; namely Black fly, Locust and Quelea in South Africa in accordance with Agricultural Pests Act, 1983 (Act 36 of 1983). Other responsibilities include asset control, personnel management, departmental and subsidised vehicle management and financial management in accordance with the PFMA as well as training of locust control teams.

**ENQUIRIES**

: Mr. J. Tladi, Tel. 012 319 7568

**POST 23/11** : **ASSISTANT DIRECTOR (REF 186/2009)**  
 Directorate: Budgets and Reporting

**SALARY** : R 174 243 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a three year Bachelor's degree/diploma, currently hold an appointment on salary level 8 (applicants must indicate this in their applications) with extensive relevant experience in Public Finance and Budgeting in the Public Service. Knowledge and experience of the Public Finance Management Act, Treasury Regulations, Basic Accounting System (BAS) and PERSAL. Good communication (verbal and written) and excellent report writing skills. Computer literacy (Word and Excel).

**DUTIES** : The incumbent will be responsible to administer and co-ordinate budgetary and financial planning of the Department pertaining to the Medium Term Expenditure Framework, Estimate of National Expenditure and the Adjustment Estimate. Administer conditional grants in terms of the Division of Revenue Act. Render administrative and secretariat services to the Directorate. Manage the Division: Budgetary Support.

**NOTE** : Short-listed candidates will be subjected to a skills and knowledge test. This is a re-advertisement of Ref 503/2008. Candidates who previously applied, must re-apply if they are still interested.

**ENQUIRIES** : Mr. E.J. Geldenhuys, Tel. 012 319 6908

**POST 23/12** : **RESOURCE AUDITOR (REF 176/2009)**  
 Directorate: Land Use and Soil Management

**SALARY** : R 174 243 per annum  
**CENTRE** : East London  
**REQUIREMENTS** : Applicants should be in possession of a National diploma and a B. Tech degree or a three year B. degree in Natural Resource Utilisation, Conservation, Agriculture, Environment with sufficient experience gained after qualification (you are required to furnish a credit certificate and/or statement of results). A post graduate qualification in a related field of study would be an added advantage. Excellent written and verbal skills to communicate with land users regarding compliance with the Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983) (CARA) and Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970) (SALA). Good knowledge of sustainable agricultural resources use and environmental legislations that are contiguous to CARA. Proven experience of handling environmental criminal cases. Competency in the use of MS Office software. The following would be an added advantage: Good knowledge on how to rectify degraded resources, knowledge of project monitoring and evaluation techniques and good knowledge on how to protect high potential Agricultural Land. A valid Code B driver's licence. Candidates must be willing to travel extensively and be away from home in the execution of his/her duties.

**DUTIES** : The incumbent will be responsible to administer the Conservation of Agricultural Resources Act in the area of responsibility. Promote sustainable land use management practices amongst all land users. Collaborate with other stakeholders regarding co-regulation of other legislation related to sustainable land use management. Liaise with relevant stakeholders such as Provincial Departments of Agriculture, Local Government, all other relevant departments and Organised Agriculture with regard to sustainable land use management practices. Inspection and reporting on the application of Act 70 of 1970 (Subdivision of Agricultural Land Act) and conduct enforcement for transgressions to Act 70 of 1970 and CARA. Conduct monitoring on the implementation of LandCare and CASP projects in accordance with the business plans and deal with deviations. Deliver effective services to all clients with regard to land matters in line with Batho Pele. Support Land Reform beneficiaries and other land owners to achieve pragmatic land use ethics and compliance thereof. Filing of documents and maintaining of statistical information on the audit of natural agricultural resources.

**ENQUIRIES** : Ms. N.C. Ntlokwana, Tel. 012 319 7567

**POST 23/13** : **BUSINESS DEVELOPER (ECONOMIC ADVISORY-AGRIBEE) (REF 198/2009)**  
Directorate: Business and Entrepreneurial Development

**SALARY** : R 145 920 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a B. degree in Economics, Business Economics, Agricultural Economics, Project Management, Commerce and/or Law or an Honours degree in Business or Agricultural Economics (you are required to furnish a credit certificate and/or statement of results). Sufficient working experience in a developmental environment or a legal/policy development and implementation environment as well as a satisfactory level of knowledge in agricultural concepts; especially B-BBEE and/or AgriBEE. Valid Code B driver's licence. Computer literacy and research skills. Good communication and report writing skills. A good ability to adapt and learn new concepts. Interpersonal skills.

**DUTIES** : The incumbent will be responsible for analysis of AgriBEE projects, industries and market trends. Assessment of empowerment status in terms of the empowerment AgriBEE score card 1. Environmental scanning through research with information analysts for possible solutions to encounter act challenges on projects. Effective portfolio managing of assigned projects. Relationship management with sector customers through advisory consultations, progress monitoring of project development progress and regular visitations and reporting. Report writing on projects analysis, problems encountered, empowerment status and participation of members from designated groups (youth, women, people with disabilities and farm labour) recommending possible solutions for decision making regarding interventions.

**ENQUIRIES** : Mr. R. Abercrombie or Mr. P. Nemabubuni, Tel. 012 319 8145/48

**POST 23/14** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (11 POSTS) (REF 200/2009)**

Directorate: Agricultural Product Inspection Services

**SALARY** : R 145 920 per annum

**CENTRE** : 2x Pretoria, 2x Johannesburg, 2x Stellenbosch, 2x Bloemfontein

1x Durban, 1x Oudtshoorn and 1x East London

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

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Pest Act 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 overnight 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 administrative tasks. Supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Mr. M. Holtzhausen, Tel. 012 319 6100

**POST 23/15** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 195/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 145 920 per annum  
**CENTRE** : Port Elizabeth  
**REQUIREMENTS** : Applicants should be in possession of a three year National diploma or B.Sc. degree in Agriculture with one of the following subjects as a major: Horticulture, Botany, Biotechnology, Plant Genetics or Crop Production (Agronomy), (you are required to furnish a credit certificate and/or statement of results). Sufficient knowledge and experience of law enforcement, relevant industries, generic administrative processes and supervision of staff. Knowledge of the following international agreements: CBD and ISTA will serve as an advantage. Good problem solving, planning, organising interpersonal relations, conflict handling, communication and basic computer skills in MS Office. Must be in possession of a valid Code EB driver's licence and be able to drive. Incumbent 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/office at short notice, work irregular hours and work overtime.

**DUTIES** : The incumbent will be responsible to enforce the Genetic Modified Organisms Act, 1997 (Act 15 of 1997) as well as the Plant Improvement Act, 1976 (Act 53 of 1976). 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 at short notice and after hours at or away from his/her station as well as overnight away from his/her station when necessary. Execution of administrative tasks. Supervise and train staff where applicable. Offer regulatory services pertaining to other relevant legislation and international obligations.

**ENQUIRIES** : Mr. P. Pillay, Tel. 041 484 2760

**POST 23/16** : **ASSISTANT RESOURCE AUDITOR (REF 208/2009)**  
Directorate: Land Use and Soil Management

**SALARY** : R 117 501 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Applicants should be in possession of a three year diploma or a B. degree in Resource Conservation and Agriculture. Excellent written and verbal skills to communicate with land users regarding compliance with the Conservation of Agricultural Resource Act, 1983 (Act 43 of 1983). Good knowledge of sustainable agricultural resources use and the causes normally responsible for degradation of these resources. Good knowledge on how to rectify degraded resources. Knowledge of project monitoring and evaluation techniques. Computer literacy. Must have a valid Code EB driver's licence and be willing to travel and be away from home in the execution of duties.

**DUTIES** : The incumbent will be responsible to assist Resource Auditors in administering the Conservation of Agricultural Resources Act in the area of responsibility. Assist in promoting sustainable land use management practices amongst all land users. Assist in collaborating with other stakeholders regarding co-regulation of other legislation to sustainable land use management. Assist in delivery of effective services to all clients requesting services from the relevant office. Assist in liaising with relevant stakeholders such as Provincial Departments of Agriculture, Local Government, all other related departments and Organised Agriculture with regard to sustainable land use management practices. Assist in monitoring the implementation of LandCare and CASP projects in relation to the initial plans and deal with deviations. Filing of documents and assist in maintaining of statistical information on the audit of natural agricultural resources.

**ENQUIRIES** : Ms. S.S. Zwane, Tel. 043 704 6815

**POST 23/17** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (4 POSTS) (REF 205/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 117 501 per annum

**CENTRE REQUIREMENTS** : 1x Port Elizabeth, 1x Nelspruit, 2x Durban  
: Applicants should be in possession of a three year National diploma or B.Sc. degree in Agriculture with one of the following subjects as a major: Plant Pathology, Entomology and/or Plant Production (you are required to furnish a credit certificate and/or statement of results). Knowledge of law enforcement and relevant industries. Knowledge of the following international agreements: WTO-SPS and the IPPC. Must be in possession of a valid Code EB driver's licence and be able to drive. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills. Must be capable and willing to conduct inspections, inter alia, in rail trucks, on trucks, ships, in containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime. Computer skills in MS Office software.

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Pest Act, 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 overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Ms. S.S. Maelane, Tel. 031 337 2755 or Mr. P. Pillay, Tel. 041 484 2725

**POST 23/18** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (2 POSTS) (REF 193/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY CENTRE REQUIREMENTS** : R 117 501 per annum  
: Vioolsdrift and Lebombo (Jeppe's Reef)  
: Applicants should be in possession of a three year National diploma or degree in Agriculture with 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 as well as basic computer knowledge and experience is 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/office at short notice, work overtime during the week and weekends and work irregular hours (shifts). Accommodation at the place of work must be arranged at own cost.

**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 Act, 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/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 23/19** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (2 POSTS) (REF 206/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 117 501 per annum  
**CENTRE** : 1x Nelspruit, 1x Durban  
**REQUIREMENTS** : Applicants should be in possession of a three year National diploma or B.Sc. degree in Agriculture with one of the following subjects as a major: Food Technology/Science, Microbiology, Viticulture, Oenology, Pomology and/or Horticulture (you are required to furnish a credit certificate and/or statement of results). Knowledge of law enforcement. Knowledge of the following international agreements: WTO-SPS and the WTO, TBT and CODEX. Must be in possession of a valid Code EB driver's licence and be able to drive. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills. Incumbent must be capable and willing to conduct inspections, inter alia, in rail trucks, on trucks, ships, in containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime. Computer skills in MS Office software.

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Product Standards Act, 1990 (Act 119 of 1990), Agricultural Pest Act, 1983 (Act 36 of 1983) and the Liquor Products Act, 1989 (Act 60 of 1989) as well as related policies and international agreements to ensure that the quality and sanitary status of agricultural and liquor products comply with the prescripts. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing and evaluating agricultural products and marking requirements, investigating of cases as well as administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Ms. S.S. Maelane, Tel. 031 337 2755

**POST 23/20** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 194/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 117 501 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a three year National Diploma or B.Sc. degree with one of the following subjects as a major: Entomology, Genetics, Horticulture, Botany, Microbiology, Biochemistry, Plant Pathology, Animal Health and/or Food Technology (you are required to furnish a credit certificate and/or statement of results). Applicable knowledge in auditing of agricultural risk management systems. Applicable knowledge in technical aspects of law enforcement. Knowledge of and experience in generic administrative processes. Knowledge of the following international agreements and standards: WTO-SPS, WTO-TBT, CBD and other related agreements. Leadership skills. Must be in possession of a valid Code EB driver's licence. Good problem solving, planning, organising, interpersonal relations, conflict handling, report writing and communication skills. Basic computer skills in MS Office software.

**DUTIES** : The incumbent will be responsible to conduct audits in terms of applicable agricultural legislation, policies and international agreements and standards to ensure that the quality, sanitary and phytosanitary status complies with requirements of the relevant risk and quality management systems. This includes the independent planning and conducting of inspections and audits of officials, clients and assignees. Comprehensive audit reports must be drafted and communicated to management and the party audited. Activities may include testing, sampling and evaluation of agricultural products and marking requirements, the investigation of cases and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be

prohibited and charges filed against transgressors. Candidates must be willing to conduct relief tasks. It will also be expected of the successful candidate to do audits and inspections as well as render services on short notice and after hours at or away from his/her office station frequently, overnight away from his/her office/home station when necessary and assist in administrative processes to ensure the orderly function of the unit. Candidate may also be required to do regulatory services.

**ENQUIRIES** : Mr. H. Holtzhausen, Tel. 012 319 6100

**POST 23/21** : **PRINCIPAL HUMAN RESOURCES OFFICER (REF 204/2009)**  
Directorate: Human Resources Management

**SALARY** : R 117 501 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate plus extensive practical experience related to the duties within the Human Resources environment. Extensive experience (on salary level 6 – which must be indicated in your application) and knowledge in Human Resources administration dealing with appointments, retentions, attractions, absorptions, acting allowances and structuring of MMS-packages. Sufficient experience in human resources administration; dealing with upgrading or downgrading, transfers, promotions, performance management and conditions of services and service benefits. Computer literacy (proof should be submitted). Proven experience and knowledge of PERSAL administration functions. Proven written and verbal communication skills. Good interpersonal relations and supervisory skills. In depth knowledge of the relevant prescripts and legislation.

**DUTIES** : The incumbent will be responsible to render professional human resources administrative advice to, and liaise with, line functionaries, directors and staff within the department. Promote human resources care and improve service delivery. Process prescriptive and directive intensive human resources administration matters, such as appointments, transfers, MMS-packages, service benefits and conditions, performance management as well as continued employment in higher graded posts. Provide human resources management information support, e.g. PERSAL. Supervision of employees in sub-division.

**ENQUIRIES** : Ms. E. Lepart, Tel. 012 319 7824  
**NOTE** : A pre-interview test will be conducted to assess the required skills and knowledge

**POST 23/22** : **INFORMATION ANALYST (REF 199/2009)**  
Directorate: Business and Entrepreneurial Development

**SALARY** : R 94 326 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a B. degree in Agriculture with Agricultural Economics, Business Economics, Project Management and/or Financial Management as a major subject(s) (you are required to furnish a credit certificate and/or statement of results) plus relevant applicable working experience. Computer literacy and research skills. Good communication and report writing skills. A good ability to adapt and learn new concepts. A valid Code B driver's licence or learner's licence.

**DUTIES** : The incumbent will be responsible to establish and maintain an updated relevant database of accredited service providers. Establish and maintain an updated database of all Back to Office Reports (BTOR's) from business developers' project visits. Administer and manage documentation as well as maintain an up to date filing system (physical and computerised) of all working files kept on beneficiaries of enterprise development products for the respective units. Research, collect, collate and analyse information relating to agricultural business enterprises nationally and abroad and post onto a database for accessibility to all officials in the unit. Support Business developers and management at meetings, etc.

**ENQUIRIES** : Ms. B. Moodley/Mr. J. Smit, Tel. 012 319 8154/58

**POST 23/23** : **SENIOR LABORATORY ASSISTANT (5 POSTS) (REF 190/2009)**  
Directorate: Plant Health

**SALARY** : R 76 194 per annum  
**CENTRE** : 4x Stellenbosch, 1xPretoria  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate with appropriate working experience. Basic laboratory experience in detection of pathogens (bacteria, fungi, insects, virus, etc.) from plant material, as well as preparation of media and solutions. Experience in basic maintenance of equipment, laboratories and glasshouses. Experience in propagation of seedlings/plants and maintenance of indicator plants. Knowledge of good laboratory practices. Knowledge of and experience in a quality management system. Computer literate in MS Office. Valid Code B driver's licence and proven driving ability.

**DUTIES** : The incumbent will be responsible for the preparation and processing of plant sample material for analysis. Assist with sampling and inspection of plant material for presence of plant pathogens. Perform basic prescribed sample analysis for the detection and identification of plant pathogens. Preparation of slides, media, solutions, buffers and reagents. Basic maintenance of equipment and facilities such as laboratories, glasshouses and growth rooms. Maintain tidiness of laboratories, clean/sterilise glassware and equipment as well as assist with waste management. Perform administrative and related functions, which include inventory control, consumable stock control and record keeping. Collection of samples, quotations, orders, etc.

**ENQUIRIES** : Ms. M. Arendse, Tel. 021 809 1605

**POST 23/24** : **SENIOR ADMINISTRATION CLERK GRADE I (2 POSTS) (REF 197/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 76 194 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate. Secretarial skills as well as applicable administration and secretarial experience. Good communication, writing and typing skills. Computer literate in MS Office (Excel and Word). Good interpersonal relations. The ability to work in a professional and friendly manner with personnel and clients.

**DUTIES** : The incumbent will be responsible to execute the following duties: Invoicing to clients for services rendered, Operating the Wine-on-Line system for exports of liquor products where applicable, Upkeep of detailed information on clients and stakeholders, Preparation and issuing of Phytosanitary certificates according to international standards, Safe record keeping of relevant functional documents (Phytosanitary certificates, Import permits etc.), Handling of queries and Custodian for the safekeeping of safe keys and other office duplicates, Secretarial functions: Preparation, compiling and typing of documents, letters and faxes, Capturing of data on computer, Responsible for the filing of documents at the said office, Handling and distribution of incoming and outgoing mail/faxes, Organising of meetings and recording of minutes, Assist with the compilation of monthly, quarterly and annual reports, Rendering of relief duties as and when required, Upkeep of the said office training records (needs information, training programmes and progress reports), Administering the region's Personal Competency Profiles (identification of training needs), Handling of payments for private telephone calls, Record keeping of all expenditure, Compiling of expenditure reports, Record keeping and checking of official's overtime, Record keeping and checking of subsistence and transport claims, Reconcile safe custody of postal stamps, Local Transport Officer responsibilities (co-ordinating/recordkeeping of log sheets, trip authorisations, etc.), Booking of air tickets, hired vehicles airport parking and accommodation, Assist with the upkeep of an asset register for the said office as well as other inventory control functions and Procuring of goods and services for the said office.

**ENQUIRIES** : Ms. J.C. Coetzee, Tel. 011 390 2579

**POST 23/25** : **ADMINISTRATION CLERK (REF 207/2009)**  
Directorate: Land Use and Soil Management

**SALARY** : R 76 194 per annum  
**CENTRE** : East London  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate. Must have knowledge of computer programmes (MS Word and Excel), financial matters, procurement directives and procedures. Knowledge of administrative office management and administrative processes relating to specific working environment.

**DUTIES** : The incumbent will be responsible for co-ordinating and controlling all administrative procedures in the office. Supplying officials with an effective and professional service in the typing of documents and operating applicable computer programmes (record keeping, budgeting, etc.). Provide administrative service (ordering of stationary, equipment and record keeping of these resources, overseeing the neatness and cleaning of the offices, etc.). Rendering a professional service to external clients as well as the officials within the department. Handling and management of all state expenditure in the office in accordance with applicable financial instructions and the weed schemes. Act as the local transport officer at depot level.

**ENQUIRIES** : Ms. S.S. Zwane, Tel. 043 704 6815