

## 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** : 10 July 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 25/01** : **APPOINTMENTS SECRETARY (REF 230/2009)**  
(Contract appointment linked to the term of office of the Deputy Minister)  
Office of the Deputy Minister
- SALARY** : All inclusive package of R344 052 per annum  
**CENTRE** : Pretoria/Cape Town  
**REQUIREMENTS** : The successful candidate should be in possession of a Grade 12 certificate (with University admission) plus extensive experience in a political environment. Knowledge and experience in general administration. Proven written and verbal communication skills (English and Afrikaans). The incumbent must be computer literate in programmes such as Word, Excel and PowerPoint. Must have good interpersonal relations. A valid code EB driver's licence. The post incumbent must have a good understanding of the political environment and the administration thereof and must be willing to travel between Pretoria and Cape Town.
- DUTIES** : The incumbent's responsibilities will be inter alia to manage the Deputy Minister's diary and to co-ordinate all logistical arrangements on behalf of the Deputy Minister. Accompany him on official visits when necessary and provide an outstanding support service in respect of his parliamentary and political responsibilities, which may include the compilation and issuing of media reports. Liaising with Minister's Deputy Ministers, members of Parliament and visitors, as well as attending to the personal affairs and needs of the Deputy Minister.
- ENQUIRIES** : Ms. S. Hilzinger-Maas, Tel. 012 319 7373
- POST 25/02** : **AGRONOMIST: INDIGENOUS CROPS (REF 227/2009)**  
Directorate: Plant Production
- SALARY** : R217 482 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of a B.Sc. degree in Agriculture or equivalent qualification (B. Agric Honours, B. Technology, B.Sc. Honours or B. Inst Agrar) with either Agronomy or Plant Production as a major subject (you are required to furnish a credit certificate and/or statement of results). The incumbent must have relevant applicable experience. Good knowledge of production practices and trends of indigenous crops produced in South Africa. Sound knowledge and understanding of the indigenous crop sector in our country. Good

		leadership and managerial skills. Negotiation and problem solving skills. Good communication skills (verbal and written). High level planning and organisational skills. A valid Code B driver's licence. Good computer skills (MS Word, Excel, Access and PowerPoint).
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to manage the development and promotion of policies, strategies and guidelines to support sustainable production of indigenous crops. Manage the development and implementation of programmes and projects aimed at improving production of indigenous crops in South Africa. Render advisory services to clients with regard to production of indigenous crops and related matters. Liaison with all role players in the indigenous crop sector. Manage the Division: Indigenous Crops with regard to human resources, finance, assets and organisational performance.
<b><u>ENQUIRIES</u></b>	:	Ms. Z. Tullock, Tel. 012 319 6462
<b><u>POST 25/03</u></b>	:	<b><u>AGRONOMIST: INDUSTRIAL CROPS (REF 228/2009)</u></b> Directorate: Plant Production
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a B.Sc. degree in Agriculture or equivalent qualification (B. Agric Honours, B. Technology, B.Sc. Honours or B. Inst Agrar) with either Agronomy or Plant Production as a major subject (you are required to furnish a credit certificate and/or statement of results) with relevant applicable experience. Good knowledge of production practices and trends of industrial crops produced in South Africa. Sound knowledge and understanding of the industrial crop sector in our country. Good leadership and managerial skills. Negotiation and problem solving skills. Good communication skills (verbal and written). High level planning and organisational skills. A valid Code B driver's licence. Good computer skills (MS Word, Excel, Access and PowerPoint).
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to manage the development and promotion of policies, strategies and guidelines to support sustainable production of industrial crops. Manage the development and implementation of programmes and projects aimed at improving production of industrial crops in South Africa. Render advisory services to clients with regard to production of industrial crops and related matters. Liaison with all role players in the industrial crop sector. Manage the Division: Industrial Crops with regard to human resources, finance, assets and organisational performance.
<b><u>ENQUIRIES</u></b>	:	Ms. Z. Tullock, Tel. 012 319 6462
<b><u>POST 25/04</u></b>	:	<b><u>PARLIAMENTARY OFFICER (REF 231 /2009)</u></b> (Contract appointment linked to the term of office of the Deputy Minister) Directorate: Office of the Deputy Minister
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria/Cape Town
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should be in possession of a Grade 12 certificate (with University admission) plus experience in a political environment. Proven written and verbal communication skills (English and Afrikaans). The incumbent must be computer literate in programmes such as Word and PowerPoint. A valid code EB driver's licence. Must have knowledge and practical experience of general administration, parliament and the different portfolio committees. The successful candidate must have good interpersonal relations and the ability to liaise with different departments. Must be able to conduct research as well as draft and issue media reports. The post incumbent must have a good understanding of the political environment and the administration thereof and must be willing to travel between Pretoria and Cape Town.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to inter alia conduct research as well as draft and issue media reports and liaise with members of Parliament, Portfolio committees and different departments. The incumbent must further facilitate relevant cabinet memoranda and submissions to Cabinet and Parliament and facilitate follow up decisions that require action from the department. The successful candidate will execute any other duties as required.
<b><u>ENQUIRIES</u></b>	:	Ms. S. Hilzinger-Maas, Tel. 012 319 7373
<b><u>POST 25/05</u></b>	:	<b><u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (4 POSTS) (REF 214/2009)</u></b> Directorate: Agricultural Product Inspection Services
<b><u>SALARY</u></b>	:	R 145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria x 1, City Deep x 1, Port Elizabeth x 1, Cape Town x 1

<b><u>REQUIREMENTS</u></b>	:	The successful candidates should be in possession of a three year National diploma or B.Sc. degree in Agriculture with at least one of the following subjects as a major: Botany, Horticulture, Food Technology/Science, Microbiology, Viticulture, Oenology and/or Pomology, Food/Meat Hygiene (you are required to furnish a credit certificate and/or statement of results). Knowledge of the following international agreements: WTO-SPS, WTO-TBT and CODEX. Knowledge and experience of law enforcement, generic administrative procedures and supervision of staff. 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 are essential. Incumbents 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 (shifts) and work overtime. Computer skills in MS Office Software (Word and Excel) are required.
<b><u>DUTIES</u></b>	:	The incumbents will be responsible to enforce the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), related policies and international agreements at fresh produce markets to ensure that the quality and sanitary status of agricultural 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, the investigating 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. 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. Execute administrative tasks, supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Holtzhausen, Tel. 012 319 6100 Ms. J.C. Coetzee, Tel. 011 390 7501 Mr. P. Pillay, Tel. 041 484 2725
<b><u>POST 25/06</u></b>	:	<b><u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (2 POSTS) (REF 211/2009)</u></b> Directorate: Agricultural Product Inspection Services
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria x 1, Stellenbosch x 1
<b><u>REQUIREMENTS</u></b>	:	The successful candidates should be in possession of a three year National diploma or B.Sc. degree in Agriculture with at least one of the following subjects as a major: Botany, Horticulture, Food Technology/Science, Microbiology, Viticulture, Oenology and/or Pomology, Food/Meat Hygiene (you are required to furnish a credit certificate and/or statement of results). Knowledge of the following international agreements: WTO-SPS, WTO-TBT and CODEX. Knowledge and experience of law enforcement, generic administrative procedures and supervision of staff. 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 are essential. Incumbents 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 (shifts) and work overtime. Computer skills in MS Office software (Word and Excel) are required.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to enforce the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990) and the Liquor Products Act, 1989 (Act No. 60 of 1989), 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, the investigating 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. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. It will also be expected of the successful candidate to render services on short notice and after hours at or away from his/her station when necessary. Execute administrative tasks, supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.
<b><u>ENQUIRIES</u></b>	:	Ms. J.C. Coetzee, Tel. 011 390 7501 Mr. H.F. Moller, Tel. 021 809 1641

**POST 25/07** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 212/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R117 501 per annum  
**CENTRE** : East London  
**REQUIREMENTS** : The successful candidate should be in possession of a three year National diploma or B.Sc. degree in Agriculture with at least one of the following subjects as a major: Botany, Horticulture, Food Technology/Science, Microbiology, Viticulture, Oenology and/or Pomology, Food/Meat hygiene (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, 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 are essential. Incumbents 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 (shifts) and work overtime. Computer skills in MS Office Software are required.

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), related policies and international agreements at fresh produce markets to ensure that the quality and sanitary status of agricultural 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, the investigating 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. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render services 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** : Mr. P. Pillay, Tel. 041 484 2725

**POST 25/08** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (3 POSTS) (REF 213/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R117 501per annum  
**CENTRE** : Johannesburg x 1, Pretoria x 1, Stellenbosch x 1  
**REQUIREMENTS** : The successful candidates should be in possession of a three year National diploma or B.Sc. degree in Agriculture with at least one of the following subjects as a major: Botany, Horticulture, Food Technology/Science, Microbiology, Viticulture, Oenology and/or Pomology, (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, 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 are essential. Incumbents 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 (shifts) and work overtime. Computer skills in MS Office software are required.

**DUTIES** : The incumbents will be responsible to enforce the Agricultural Product Standards Act, 1990, (Act No. 119 of 1990) and the Liquor Products Act, 1989, (Act No. 60 of 1989), and 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, the investigating 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. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render services 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. J.C. Coetzee, Tel. 011 390 7501  
Mr. F. Moller, Tel. 021 809 1641

<b><u>POST 25/09</u></b>	:	<b><u>HUMAN RESOURCES PRACTITIONER (REF 223/2009)</u></b> Directorate: Human Resources Management
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a National diploma or B. degree in Human Resources Management coupled with working experience in a Human Resources Management environment, with specific experience in a recruitment and selection environment. The successful candidate must have knowledge of public service legislation and H.R.M. policies and practices. He/She must be able to interpret and apply H.R.M. policies and prescripts. The successful candidate must be computer literate (MS Office), have knowledge of the PERSAL system as well as the Public Service Regulations and must be proficient in English (written and verbal). The successful incumbent must be able to work under pressure and display initiative.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to develop and maintain recruitment and selection policies and practices, provide advice on recruitment and selection policies and practices and render a secretariat service at short-listings and interviews. He/She will be required to monitor the recruitment and selection practices as well as processes and provide feedback to HR Management in this regard. He/She will be required to research best practices and provide advice on possible adjustments to the existing policies and practices. He/She must be able to interpret recruitment and selection data to make recommendations to management. He/She must investigate compliance with regard to recruitment and selection policies and prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Rademeyer, Tel. 012 319 7812
<b><u>NOTE</u></b>	:	A pre-interview test will be conducted to establish the required skills and knowledge.
<b><u>POST 25/10</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (REF 210/2009)</u></b> Directorate: Budgets and Reporting
<b><u>SALARY</u></b>	:	R 117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should be in possession of a Grade 12 Certificate with Accounting (Accounting passed towards obtaining of a tertiary qualification will be accepted if proof is submitted). Computer literacy (MS Office). Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations. Knowledge of and experience in the Basic Accounting System (BAS) and PERSAL systems. Knowledge and experience of the Safety Web and the Paymaster-General accounts. Good interpersonal and communication skills (written and verbal). Computer literacy (MS Word and Excel).
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for allocation of funds appropriated in the annual budget for the financial year. Requisition of funds from National Treasury via the Safety Web. Daily control over the clearing of bank reconciliation exceptions and other suspense accounts. Recall of erroneous Electronic Banking Transfer (EBT) payments. Cancel and re-issue of cheques and ACBEF70's. Supervision and control over VET reports. Authorisation of telegraphic transfers and foreign payments via Safety Web. Monthly closure procedures to meet reporting requirements in terms of Section 32 of the PFMA. Monthly reconciliation of bank accounts: Paymaster-General account and Commercial Bank Accounts. Good interpersonal and communication skills. Problem solving skills, ability to meet deadlines and to accept responsibility. Supervise, train, develop and evaluate personnel.
<b><u>ENQUIRIES</u></b>	:	Ms. B.L. van Greunen, Tel. 012 319 6727
<b><u>NOTE</u></b>	:	Candidates will be tested on their knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations as well as the BAS and PERSAL systems.
<b><u>POST 25/11</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE I (REF 215/2009)</u></b> Directorate: Agricultural Product Inspection Services
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Stellenbosch
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 Certificate. Secretarial skills, sufficient applicable 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 way with personnel and clients.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for invoicing 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. 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. Secretariat functions: Organising of meetings, keeping of minutes, etc. 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. Handling of payments for private telephone calls. Record keeping of all expenditure. Compiling of monthly 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/record keeping 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 controller functions. Procuring of goods and services for the said office.

**ENQUIRIES** : Mr. M.M. Reyneke or Mr. C. Van Zyl, Tel. 021 809 1641/1702

**POST 25/12** : **ADMINISTRATION CLERK GRADE II (2 POSTS) (REF 216/2009)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R64 410 per annum  
**CENTRE** : Durban x 2

**REQUIREMENTS** : The successful candidate must be in possession of a Grade 12 Certificate. Good communication, writing, typing, interpersonal relations and secretarial skills. Computer literate in MS Office (Word and Excel). Fluent in English. The ability to work in a professional and friendly way with personnel and clients. Knowledge and experience in asset management, supply chain management, transport and human resources as well as the administrative procedures applicable thereto. A valid Code EB driver's licence.

**DUTIES** : The incumbent will be responsible for ordering, safeguarding and distribution of face value and other forms. Invoicing clients for services rendered. Safe and record keeping of relevant functional documents (Phytosanitary certificates, import permits, etc). Handling of queries. Attend to clients as required. 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. Rendering of relief duties as and when required. Check personnel documents for completion and correctness. Processing, record keeping and checking of leave for personnel. Upkeep personnel records. Handling of payments for private telephone calls. Record keeping of all expenditure. Record keeping and checking of official's overtime for correctness. Record keeping and checking of subsistence and transport claims. Reconcile safe custody of postal stamps. Assist Local Transport Officer (co-ordinating/record keeping of log sheets, trip authorizations, 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 controller functions. Procuring of goods and services/equipment for the said office. Preparing payments for goods and services/equipment. Assist in ordering of stationery for the said component. The incumbent is expected to drive to the bank and do banking.

**ENQUIRIES** : Ms. C. Ramsein, Tel. 031 337 2755/6/7

**POST 25/13** : **ADMINISTRATION CLERK GRADE II (REF 219/2009)**  
(4 Months Contract)  
Directorate: Agricultural Product Inspection Services

**SALARY** : R64 410 per annum  
**CENTRE** : Johannesburg

**REQUIREMENTS** : The successful candidate should be in possession of a Grade 12 Certificate and applicable relevant experience. Good communication, writing, problem solving, planning, interpersonal relations and secretarial skills. Fluent in English. The ability to work in a professional and friendly way with personnel and clients. Computer literacy (MS Word and Excel). Knowledge of Departmental financial, transport, supply chain and asset management procedures as well as related administrative functions.

**DUTIES**

: The incumbent will be responsible to render provisioning and administrative support to the unit. Invoicing clients for service rendered. Preparation/issuing of phytosanitary certificates. Handling of personnel enquiries as well as telephonic enquires from clients. Attend to clients; requests as required. Capturing of data on computer and in records. Typing of data on computer and in records. Keeping of records. Custodian for the safekeeping of office keys and other office duplicates. Secretarial functions, e.g. keeping of minutes, making of appointments, arranging meetings, booking of flights and accommodation. Filing of documents. Handling and distribution of incoming and outgoing mail/faxes. Record keeping and checking of leave for personnel and upkeep of personnel records. Compiling monthly and annual reports. Handling of payments for private telephone calls. Processing and record keeping of transport log sheets, trip authorisations, travelling claims, etc. Booking of air tickets, hired vehicles, airport parking and accommodation. Management of assets and procurement of goods and services. Rendering of relief duties.

**ENQUIRIES**

: Ms. J.C. Coetzee, Tel. 011 390 7501