

DEPARTMENT OF AGRICULTURE

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 : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: Tel.: (012) 811 1900/1

FOR ATTENTION : URS Response Handling

CLOSING DATE : 5 February 2010

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. 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 who do not comply with the above-mentioned requirements, as well as applications received late, 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, citizenship, credit record checks, 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 03/01 : **TRANSFORMATION OFFICER 2 POSTS REF 8/2010**
Directorate: Pretoria

SALARY : R161 970 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a Bachelor's degree, National diploma or a Grade 12 Certificate plus relevant experience and involvement in Transformation programmes and projects. Knowledge of the following legislative framework: White Paper on Transformation of the Public Service, White Paper on Transformation Service Delivery, Employment Equity Act, Labour Relations Act, Skills Development Act, Public Service Regulations and Batho Pele Principles. Knowledge and experience in monitoring and evaluation coupled with strong administrative skills. Good communication skills (verbal and written), Research and analytical skills. The successful candidate should be well versed in transformation and special programmes' issues. eg. disability, employment equity in the work place, youth and children's issues, service delivery and policy and programmes formulation. Computer literacy (certificate[s] must be attached), report writing and presentation skills. A valid driver's licence. The incumbent must be willing to travel and work after hours.

DUTIES : The incumbent will be responsible to monitor and evaluate the overall implementation of the Transformation programme, progress and advice on corrective action through the formal structures. Ensure establishment of transformation systems, policies and standards. Provide support in monitoring the transformation programme including the implementation of the Department of Agriculture, Forestry and Fisheries Employment Equity targets. Provide inputs into designing the roll-out process for Transformation projects in conjunction with the Transformation Forum (TF) and Sub-Transformation Forum's (STF's). Organise meetings, workshops, conferences, functions, campaigns, information sessions and road shows.

ENQUIRIES : Mr Chris Khonkwane, Tel. 012 319 7122

NOTE : Preference will be given to an African, Coloured or Indian female as well as people with disabilities.

POST 03/02 : **MESSENGER REF 10/2010**
Directorate: Budgets and Reporting

SALARY : R51 936 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate or Abet Certificate with extensive experience. Good writing and reading skills as well as computer literacy (certificate[s] must be attached). Must be able to manage their time in terms of prioritisation to ensure efficiency and timeous completion of his/her tasks in order to meet the daily demands of the Directorate. Ability to liaise with team members and colleagues. A valid driver's licence.

DUTIES : The incumbent will be responsible for the day to day messenger functions within the Directorate. Collect and deliver mail, files and documents. Distribute mail internally and externally to various offices. Keep record of all delivered and received mail.

ENQUIRIES : Ms Ria Pretorius, Tel. 012 319 6909