

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 or phone (012) 811 9909/10
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 12 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 POST

- POST 04/01** : **PERSONAL ASSISTANT REF 12/2010**
Directorate: Research and Technology Development
- SALARY** : R130 425 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Certificate/Diploma in Office Administration or Secretarial. Experience in managing the diary of a Director and general office management, and in organising meetings and conferences. Report writing and communication skills (verbal and written). Verifiable computer literacy (MS Office package).
- DUTIES** : The incumbent will be responsible to render a secretarial service to the Director which entails: Correspondence management and enquiries. File and document management. Events (meetings / workshops / conferences / functions) planning and management. Handle travel arrangements. Render an administrative support and management service to the Director's office as well as provide line function administrative support.
- ENQUIRIES** : Mr. R.J. Sebola, Tel. 012 319 6078