

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: Tel.: (012) 8-111-900/1
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 19 February 2010
- 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 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. 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 05/01** : **DEPUTY DIRECTOR: AGRICULTURAL DISASTER MANAGEMENT EARLY WARNING UNIT REF 16/2010**
Directorate: Agricultural Disaster Management
- SALARY** : All inclusive package of R 448 521 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a tertiary qualification in Agro-Meteorology (or related discipline) or in Agriculture with extensive experience in the agricultural disaster risk field. Proven managerial experience. Extensive experience of working with the farming community in a farming environment as well as knowledge of IDP and rural development. Knowledge of weather/climate forecasting skills as weather and climate information are core early warning variables. Seasoned Risk and Disaster Management skills coupled with involvement. Knowledge of the application of PFMA and Treasury Regulations. Understanding of the budgeting and procurement system. Good research and analytical skills as well as proven experience in project management and monitoring and evaluation techniques. MS Project 2000 knowledge and people skills. Excellent written, verbal and presentation skills. Ability to engage with National, Regional and International clients as well as make strategic interventions in issues of disaster risk reduction, preparedness and early warning. Computer literacy/competency. A valid driver's licence as well as the willingness to travel extensively and work irregular hours at times.
- DUTIES** : The incumbent will be responsible to ensure all tenets of early warning are met and incorporated into IDP's by Municipalities and PDA's. Supervise the co-ordination of the implementation of an early warning system in the Provinces. Initiate an effective planning and execution of sub-directorate research work such as early warning methods, etc. including climate change projects. Effectively and efficiently manage the budget and personnel of the sub-directorate and provide specialised guidance and training. Also, ensure compliance to PFMA and Treasury Regulations. Guide and lead the sub-directorate in making strategic inputs in policy and legislation relating to conservation of agricultural resources

such as CARA, 1983 (Act No. 83 of 1983), Disaster Management Act, 2002 (Act No. 57 of 2002), National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998) for Disaster Risk Reduction. Manage, monitor and evaluate outsourced projects in the directorate. Develop and review norms and standards as well as applicable guidelines for the implementation of legislation dealing with sustainable use of agricultural resources, conservation of agricultural resources and disaster risk reduction in the context of climate change. Ensure the quarterly National Agro-Meteorological Committee (NAC) meeting is organised and held. Together with the Director: Agricultural Disaster Management, chair the NAC meetings and facilitate the strategic decisions taken. Supervise the development and compilation of the monthly NAC Advisory, which is one of the major risk management tools of the department (technical) and make sure it is disseminated widely.

ENQUIRIES : Mr I. B. Kgakatsi, Tel. 012 319 7955/56

POST 05/02 : **AGRO-METEOROLOGIST REF 1/2010**
Directorate: Agricultural Disaster Management

SALARY : R 240 318 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National diploma or degree in Meteorology or Agro-Meteorology (you are required to furnish a credit certificate and/or statement of results). Extensive experience as a Meteorologist or experience in agro-meteorology. Innovative thinking and self-motivated. Risk and disaster management. Agro-meteorology weather/climate information application in Agriculture. PFMA. Team leadership skills. Candidates should have computer, report writing, communication, presentation, leadership or managerial, policy development, organisational, human relations, project management and negotiation skills. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to ensure the implementation of an effective climate change programme in the Agricultural sector for disaster risk reduction. Oversee the implementation of a climate change Agricultural sector plan for sustainable development. Initiate and effectively plan and identify research on climate change (application, vulnerability, mitigation and adaptation). Identify disaster prone areas – vulnerability mapping and climate change scenarios. Co-ordinate a team which includes relevant directorates (Departmental Working Group on Climate Change) in participating actively in National, Regional and International Climate Change Forums and maintain liaison with relevant climate change role players. Identify opportunities and actions required by DAFF relating to Agriculture under the United Nations Framework Convention on Climate Change (UNFCCC) and related conventions. Make strategic inputs in policy and legislation relating to climate change and conservation of Agricultural resources such as CARA, 1983 (Act No. 83 of 1983), Disaster Management Act, 2002 (Act No. 57 of 2002), National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998) for Disaster Risk Reduction as well as the National Environmental Management Act, 1998 (Act No. 107 of 1998). 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 of 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 of the Unit in accordance with the PFMA and Treasury Regulations. Develop a sector policy on climate change in Agriculture in line with relevant Agricultural Disaster Risk Management policies. Hold sustainable awareness programmes on climate change in Agriculture.

ENQUIRIES : Mr I. B. Kgakatsi, Tel. 012 319 7955/56

POST 05/03 : **CONTROL AGRICULTURAL LEGISLATION INSPECTOR REF 17/2010**
Directorate: Food Safety and Quality Assurance

SALARY : R 192 540 per annum
CENTRE : Northern Cape

REQUIREMENTS : Applicants should be in possession of a B.Sc. degree majoring in one of the following subjects: Animal Health, Animal Nutrition, Animal Science, Plant

Production/Science or an equivalent qualification ((you are required to furnish a credit certificate and/or statement of results). Previous experience in inspection and supervision of gathering of evidence, drafting of affidavits and preparing cases for criminal prosecutions. Law enforcement and investigative experience. Valid driver's licence. Able to perform factory inspections. Sound knowledge of Good Manufacturing Practices (GMP). Good knowledge of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) and Fertilizers, Farm Feeds, Stock Remedies and Agricultural Remedies Act, 1947 (Act No. 36 of 1947). Willing to travel and be away from home in the execution of duties. Able to participate in team projects and have a positive attitude towards the inspection and application of the legislation. Previous experience in a supervisory capacity. Report writing skills, negotiation skills, supervisory skills and financial management skills. Computer Literacy. Good written and verbal communication skills.

DUTIES : The incumbent will be responsible to plan, organise and control the Northern Cape Regional office of the Inspectorate in a prescribed geographical area. Control the administrative section of the Northern Cape Regional Office. React on the information/complaints received. Supervise and conduct inspections. Handle advance aspects such as special investigations, including preparation of court cases up to the level where it can be handed to the courts for hearing. Assure proper control over the prescribed duties of subordinates. Assist State Prosecutors and subordinates during court hearings in giving evidence and leading witnesses. Control investigation processes of subordinates by controlling dockets and advising them during investigations. Participate in policy formulation and provide inputs to the Registrar of Act No. 36 of 1947 for reviewing and updating the Act, regulations and Standard Operating Procedures (SOP's). Liaising with relevant role players, the public in general and the agrochemical industry.

ENQUIRIES : Mr N.G. Moncho, Tel. 012 319 7169

POST 05/04 : **ADMINISTRATION CLERK REF 14/2010**
Directorate: Education, Training and Extension Services

SALARY : R 87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a National diploma in Office Management or Public Administration. Extensive experience in office administration. Computer literacy (MS Office). Understanding of the PFMA, Supply Chain Management and Human Resources Management. Good Communication skills (verbal and written).

DUTIES : The incumbent will be responsible to render support with respect to financial, provisioning and personnel administration. Undertake information management within the Directorate. Maintain a cash flow system. Work with the Director to compile a budget for the Directorate. Compile monthly expenditure reports.

ENQUIRIES : Ms L. Botsheleng, Tel. 012 319 6957

POST 05/05 : **TYPIST REF 15/2010**
Directorate: Legal Services

SALARY : R 73 584 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate with Typing as a passed subject (Typing passed after a Grade 12 Certificate will also be accepted if proof is submitted). Must have relevant/practical typing experience. Computer literate in MS Office (MS Excel, Word and PowerPoint). Typing skills (speed: 45 wpm). Excellent communication skills and good interpersonal skills. Be able to read, speak and type in English.

DUTIES : The incumbent will be responsible for typing official documents including letters, submissions, reports, memoranda and contracts. Maintain electronic records of all typed documents. Final verification of documents. Perform relief duty for Personal Assistant when required and general office administration duties, e.g. filing, when required.

ENQUIRIES : Ms K. Letswalo, Tel. 012 319 6917

NOTE : Short-listed candidates will be subjected to a typing test.