

## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

*It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required*

**APPLICATIONS** : Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at 3 Autumn Street, Rivonia, or you can apply online at [www.humanjobs.co.za](http://www.humanjobs.co.za) Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). Enquiries: Naomi Nortje tel. (011) 257-8012  
Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria  
KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg  
Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado  
Mpumalanga: Reception (Ground Floor), Permanent Building, 27 Brown Street, Nelspruit  
Eastern Cape: King William's Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue  
Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street  
Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore  
Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road  
17 February 2017

**CLOSING DATE**  
**NOTE**

: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). 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 of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. People with disabilities are encouraged to apply. NB: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

## OTHER POSTS

**POST 05/01** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 26 /2017**  
Directorate: Supply Chain Management

**SALARY** : R311 784 per annum  
**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Bachelor's degree/ National diploma in Public Administration, Public Management, Purchasing Management, Logistics Management. Bachelors of Commerce in Supply Chain Management Commercial Administration and Financial Management with extensive experience in Supply Chain Management. Ability to plan and organise tasks, motivate people and be able to work under pressure. Knowledge of Basic Accounting System (BAS), contract administration, Central Supplier database and Standard Chart of Accounts (SCOA) Logis 1 and LOGIS System controller course will be added as an advantage. Applicable Public Service Policies and Legislation including the Public Finance Management Act (Act 1 of 1999), National Treasury Regulation. Good computer skills, problem solving skills, writing and verbal communication skills.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to coordinate logistics managements functions; provide inputs in the development of logistics and disposal management policies, processes and procedures, manage the safeguarding and distribution of goods, ensuring processing of goods and services requisitions, attend to supply chain management related inquiries, advice users, suppliers and staff on departmental strategies, compile reports on financial statements regarding accruals, commitments finance leases, inventory and contracts. Management of stores, identify and ensure the disposal of redundant, damaged and outdated stores. Manage payments, orders and posting; coordinate the placement of orders for goods and services, ensure procurement of goods and services in accordance with directives delegations and supply chain management procedures, verify and ensure that payments are being processed within prescribed period. Supervise staff; allocate and ensure quality of work ensure capacity and development of staff, ensure proper utilisation of equipment, assess staff and apply discipline. Identify and analyse risks. Management of departmental contracts and transversal contracts of National Treasury and SITA.
<b><u>ENQUIRIES</u></b>	:	Ms G. Shange, Tel no: (012) 319 7893
<b><u>APPLICATIONS</u></b>	:	daff@humanjobs.co.za or fax: 086 609 2116
<b><u>NOTE</u></b>	:	In terms of the departmental employment equity target, priority will be given to African males and females and People with disabilities.
<b><u>POST 05/02</u></b>	:	<b><u>ICT TECHNICIAN GIS REF NO: 7/2017</u></b> Directorate: Information Communication Technology
<b><u>SALARY</u></b>	:	R311 784 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Bachelor-degree/ National Diploma in Geographic information System with proven relevant GIS experience or Grade 12 with GIS course certificate with proven extensive GIS working experience. Relevant experience on ICT environment, working in the GIS are. Knowledge of ArcGIS Desktop. Public Service Act and Public Service Regulations. PFMA and Labour Relations Act. Geographic information system skill. Policy development and analysis. Monitoring and research skills. Leadership and Negotiation skills. Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Inspection and auditing knowledge/skills. Problem solving and analysis. Facilitation and coordination skills. Computer skills. Valid driver's licence. Honesty and integrity. Teamwork. Interpersonal relationships. Flexibility. Client orientation and customer focus. Ability to work under pressure and to work independently. Long working hours. Extensive travelling. Overtime work will be required.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to map Geographical Information requests and support all IT initiative through best practice of IT service management. Map Geographical Information requests using the Agricultural Geographical Information System (AGIS). Maintain Geographic Information System. Maintain GIS Database and collect sets.
<b><u>ENQUIRIES</u></b>	:	Mr J Weir-Smith, Tel no: (012) 319 6197
<b><u>APPLICATIONS</u></b>	:	daff1@humanjobs.co.za or fax: 086 762 2863
<b><u>NOTE</u></b>	:	In terms of the departmental employment equity target, priority will be given to African, Coloured, White females and People with disabilities.
<b><u>POST 05/03</u></b>	:	<b><u>VETTING OFFICER REF NO: 22/2017</u></b> Directorate: Security Services
<b><u>SALARY</u></b>	:	R262 272 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Bachelor's degree/ National diploma in Psychology or Forensic Investigations and SSA security management course. Experience in law enforcement agencies. Experience in Vetting or Investigating.

Knowledge of financial prescripts, Human Resources Prescripts, Investigations, Procurement Prescripts, minimum Information Security Standards and Security Policies. Be computer literate, communication skills, Report writing skills and investigation skills.

**DUTIES** : The incumbent will be responsible to render a security vetting and security management service in terms of the National Strategic Intelligence Act, 39 of 1994. Conduct security clearance guided by SSA and its statutory mandate. Support investigations in various cases of corruption and submit recommendations to law enforcement for prosecution. Manage and execute effective Administrative support Services. Liaison with relevant stakeholders/ security organisations. Ensure the safe custody and protection of DAFF records through the MISS. Monitor personnel security of officials travelling abroad in terms of Counter Espionage/ to protect personnel from being exposed to recruitment by foreign hostile intelligence organisations.

**ENQUIRIES** : Mr F Aphane, Tel no: (012) 319 6673  
**APPLICATIONS** : daff2@humanjobs.co.za or fax: 086 762 2864  
**NOTE** : In terms of the departmental employment equity target, priority will be given to African males, females and People with disabilities.

**POST 05/04** : **ICT TECHNICIAN (DESKTOP SUPPORT) REF NO: 23/2017**  
Directorate: ICT Service Delivery and Operations

**SALARY** : R262 272 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/ National Diploma in Information Technology and Communication Technology. Relevant experience in ICT environment. Knowledge in ICT desktop support functions. In possession of an MCSE or MCITP certificate. Communication (written and verbal)/ interpersonal skills. Analytical skills, Negotiation and Presentation skills. Computer literacy. Report writing skills. Drivers licence. Policy analysis. Project and programme management. Planning and execution. Reliability and quality of work. Extended working hours and extensive travelling. Exposure to dangerous situations.

**DUTIES** : The incumbent will be responsible to provide technical support, conduct analysis and research to improve ICT solutions and standards. Provide technical support in terms of software and hardware. Conduct research and advice on specifications for new software and hardware. Conduct compatibility testing for software and hardware services on workstation. Provide advice and recommendation on the procurement of software and hardware.

**ENQUIRIES** : Mr S Gwarube, Tel no: (012) 319 6195/ 6514  
**APPLICATIONS** : daff3@humanjobs.co.za or fax: 086 762 2894  
**NOTE** : In terms of the departmental employment equity target, priority will be given to African, Coloured, White females and People with disabilities.

**POST 05/05** : **INTERNAL AUDITOR REF NO: 21/2017**  
Directorate: Compliance Audit

**SALARY** : R262 272 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/ B. Com /National Diploma in Internal Audit. Membership of Internal Auditors South Africa (IIA SA). Completion of the General Internal Auditor (GIA) (including IAT learn ship (three years)). Relevant experience in Performance Auditing and IT Audit is recommended. Knowledge of Public Service Regulations, Public Finance Management Act, Planning and Organising. Ability to communicate well with people at different levels, Planning, Management and Organising. Creativity, Interpersonal skills, problem solving and Interpretation. Analytical, Listening skills and Administrative. Computer literacy and report writing. A valid driver's licence and ability to drive. Planning and Execution, communication and acceptance of responsibility. Reliability, job knowledge and willing to work extended working hours.

**DUTIES** : The incumbent will be responsible to provide internal audit services in the department. Contribute to the development of strategic internal audit plans. Contribute to the maintenance of efficient and effective controls and achievement of the objectives of the department through the evaluation of the department's controls/objectives. Collect and collate information to support the compilation of reports to the Accounting Officer and Audit Committee. Keep up to date with new development in the internal audit environment.

**ENQUIRIES** : Mr B Zwane, Tel no: (012) 319 6704 or Ms N Mokati, Tel no: (012) 319 6738  
**APPLICATIONS** : daff5@humanjobs.co.za or fax: 086 762 2920

- NOTE** : In terms of the departmental employment equity target, priority will be given to African males, Coloured females and People with disabilities.
- POST 05/06** : **SENIOR FORESTRY REGULATION OFFICER REF NO: 2/2017**  
Directorate: Forestry Management (Kwa-Zulu Natal)
- SALARY** : R262 272 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/ National Diploma in Botany or Ecology and Forestry. Knowledge of the National Forests Act, National Veld and Forest Fire Act, and other Environmental legislations. Must have good interpersonal and communication skills. Must have good report writing skills. Must have computer skills (Ms Office package). A valid code EB driver's licence.
- DUTIES** : The incumbent will be responsible for the administration of licence applications for all forms of forest resources and protected trees under the sub-directorate: Forestry Regulations and Support. Implement activities to ensure concurrence management. Evaluation of Environmental Impact Assessments (EIA). Tree Identification. Facilitate the establishment of Fire Protection Associations (FPA's). Ensure effective planning and support of annual activities. Organise and co-ordinate stakeholder participation. Implement business plan for awareness campaign. Render general administration.
- ENQUIRIES** : Mr M W Rozani, Tel no: (033) 392 7700  
**APPLICATIONS** : daff6@humanjobs.co.za or fax: 086 76262951  
**NOTE** : In terms of the departmental employment equity target, priority will be given to African males, Coloured females and People with disabilities.
- POST 05/07** : **ICT DESKTOP SUPPORT REF NO: 14/2017**  
Directorate: ICT Service Delivery and Operations
- SALARY** : R211 194 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's Degree/ National Diploma in Information Communication and Technology with relevant experience. In possession of an MCSE or MCITP certificate. Knowledge of ICT desktop support functions. Willingness to travel extensively. A valid driver's licence.
- DUTIES** : The incumbent will be responsible to provide technical software and hardware support; attend to customer desktop problems or challenges, asses the working station to determine functionality, make recommendations of best ICT solutions. Install personal computer's software, hardware maintenance and ensure security; install software and maintain user PCs, provide technical advice to users, install and activate antivirus. Provide support and ensure availability of email services, internet services, application services on workstations; provide network connectivity support, investigate and address common challenges. Conduct fault and incident resolution; diagnose faults, analyse resolution to determine trends.
- ENQUIRIES** : Mr S. Gwarube, Tel no: (012) 319 6195/6514  
**APPLICATIONS** : daff7@humanjobs.co.za or fax: 086 762 2966  
**NOTE** : In terms of the departmental employment equity target, priority will be given to African, Coloured, White females and People with disabilities.
- POST 05/08** : **ANIMAL IDENTIFICATION CLERK REF NO: 37/2017**  
Directorate: Veterinary Public Health
- SALARY** : R171 069 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate and relevant experience in general administration. The applicant must have good communication skills, good interpersonal relations skills, problem solving skills, planning and organising skills and in-depth knowledge of the Animal Identification Act and Regulations. Knowledge of the Animal Identification System (AIS). Allocation of codified ID Marks. Procurement procedure, quality assurance practices, cultural diversity, typing skills at high speed and computer literacy.
- DUTIES** : The incumbent will be responsible to administer the registration and transfer of animal identification marks as per the Animal Identification Act, 2006. Provide administration support services in the registration of Animal Identification marks on the national register for Animal Identification marks. Receive and process applications for the registration of animal identification marks (ensure that the correct information is attached e.g. proof of payment of the prescribed fees and other relevant documentation). Capture information on the relevant register and allocate identification mark. Compile registration certificate and submit for

verification. Open and maintain registration files accordingly. Record, organise, store, capture and retrieve registration data and correspondence. Handle routine customer enquiries (walk-in and telephonic). Update and maintain the national register for Animal Identification marks. Update statistics and databases as required. Keep and maintain an effective filing system for the unit. Provide information on registration requirements and progress of applications to stakeholders. Compile letters and/ or other correspondence as required. Provide administration support services in the registration of shortage (incomplete) applications on the Animal Identification System (AIS). Capture shortage application information on the system and allocate shortage number (ensure that the correct information is attached). Compile shortage letters and issue to the relevant applicant. Conducts follow ups on shortage letters used. Process applications re-submitted after the issuing of a shortage letter. Provide administration support services in the transfer of Animal Identification marks. Receive and process applications for the transfer of animal identification marks. Cancel previous identification mark and allocate identification mark to the new owner. Issue registration certificate. Provide administration support services in the registration of Marking operators. Verify application information received. Capture information and allocate registration number. Print and submit certificate for verification and signature. File and maintain documentation accordingly.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- : Dr M Mathonsi, Tel no: (012) 319 7598
- : daff8@humanjobs.co.za or fax: 086 762 2986
- : In terms of the equity targets, priority will be given to Indian males and coloured females and People with disabilities.