

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 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
- CLOSING DATE** : 17 March 2017
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/doaDev/doc/Z83.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. Persons with disabilities are encouraged to apply.

OTHER POSTS

- POST 09/01** : **DEPUTY DIRECTOR: IRRIGATION SCHEMES REF NO: 90/2016**
Directorate: Water Use and Irrigation Development
- SALARY** : R726 276 per annum (all-inclusive package)
- CENTRE** : Pretoria Silverton
- REQUIREMENTS** : Applicants must be in possession of a Bachelor degree in Water Resources Management, Agriculture, Natural Sciences or Environmental Sciences (you are required to furnish a credit certificate and/or statement of results) with extensive experience in Water Quality Management, Project Management and Irrigation. Excellent communication skills, be computer literate and a valid driver's licence.
- DUTIES** : The incumbent will be responsible to manage the provision of technical and scientific advice on water irrigation matters. Manage Sub-directorate: Management of new irrigation schemes. Manage the provision of technical and scientific advice on irrigation water matters. Develop policies, guidelines, strategies, norms and standards for the management of agricultural water. Promote best practices and develop programmes on

management institutions, liaise with stakeholders. Facilitate and participate in irrigation water forums.

ENQUIRIES : Ms A Botha, Tel no: (012) 319-8574
APPLICATIONS : daff38@humanjobs.co.za or fax: 086 608 0323
NOTE : In terms of the departmental employment equity target, priority will be given to African males, African females and Peoples with disabilities.

POST 09/02 : **DEPUTY DIRECTOR: PLANT PRODUCTION REF NO: 79/2017**
Directorate: Plant Production

SALARY : R726 276 per annum (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree/National Diploma in Agricultural Sciences with any of the following majors: Horticulture, Agronomy, Plant Production (you are required to furnish a credit certificate and/or statement of results). Broad knowledge and understanding of the plant production sector. In-depth knowledge of production practices pertaining to agronomic and horticultural crops. Good and creative, strategic and innovative thinking skills. Good policy formulation and development skills. Good communication and networking skills. High-level of organisational, planning, implementation, monitoring and evaluation skills. Broad understanding of national policies and international trends regarding plant production issues. Proven computer literacy especially MS Word, Excel, Outlook. A valid driver's licence.

DUTIES : The incumbent will be responsible to manage, coordinate and facilitate the development and implementation of national policies, norms and standards that support sustainable production of grains, fruits, industrial crops, vegetables, indigenous crops and ornamental plants. Coordinate and facilitate the implementation of programmes, projects and schemes aimed at improving the production of grains, fruits, industrial crops, vegetables, indigenous crops and ornamental plants. Manage and facilitate the development and implementation of production guidelines for grains, fruits, industrial crops, vegetables, indigenous crops and ornamental plants. Provide comprehensive advisory services on matters relating to production of grains, fruits, industrial crops, vegetables, indigenous crops and ornamental plants. Manage the Sub-directorate: Policies and Programmes with regard to financial, human resources and asset management.

ENQUIRIES : Mr T C Ramashala, Tel no: (012) 319-6079
APPLICATIONS : daff24@humanjobs.co.za or fax: 086 537 4648
NOTE : In terms of the departmental employment equity targets, priority will be given to African females and people with disabilities.

POST 09/03 : **MANAGER: FRESH PRODUCTS AND FLOWERS REF NO: 66/2017**
Directorate: Food Safety and Quality Assurance

SALARY : R612 822 per annum (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree/National Diploma in Agricultural Science or Food Science or Microbiological Sciences (you are required to furnish a credit certificate and/or statement of results). Knowledge of and experience in the field of food safety and quality management systems which encompass good manufacturing and agricultural practices/handling fresh fruits and flowers. In-depth knowledge and understanding of applicable legislation, regulations, policies and strategies pertaining but not limited to the Agricultural Product Standards Act, 1990 (Act No 119 of 1990). Ability to interpret and communicate requirements and provisions of relevant legislation, policies, norms standards and international agreements and protocols. Demonstrate knowledge relating to relevant committees of Codex Alimentarius, United Nations for Economic Commission of Europe (UNECE) and OECD Scheme for fresh produce. Good presentation and facilitation skills. Good interpersonal relations and proven management experience regarding personnel. Analytical and organisational skills. Good written and verbal communication skills. Computer skills in MS Office software. A valid driver's licence.

DUTIES : The incumbent will be responsible to manage the evaluation/compilation and amendment of legislation with regard to food safety, quality, packaging, marking, labelling, inspection and certification procedures/control/monitoring as well as manufacturing processes on fresh fruits and flowers destined for local sale and export. Develop and compile norms and standards in consultation with the industry and consumers should at all times be maintained. Pace should be kept in terms of national and international developments including legal, marketing, international and economic aspects that may have an influence or be influenced by the subordinate legislation on quality and food safety. Ensure that there is consistency and uniformity in terms of

application and interpretation of the principal Act and its attendant subordinate legislation. Liaise nationally as well as internationally with regard to quality standards and food safety-related matters pertaining to fresh fruits and flowers. Render an advisory service with regard to the issuing of authorisations, food business operator codes and non-conformities to clients in the case of imports, exports and local control. Manage the Division: Fresh Fruits and Flowers (Financial Management, Human Resource Management and Asset Management).

ENQUIRIES : Mr B.M. Makhafola, Tel no: (012) 319-6023
APPLICATIONS : daff25@humanjobs.co.za or fax: 086 537 4759
NOTE : In terms of the departmental employment equity targets, priority will be given to African males, Coloured males and African females and people with disabilities.

POST 09/04 : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET LIAISON REF NO: 78/2017**
 Directorate: Office of the Director-General

SALARY : R612 822 per annum (all-inclusive package)
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree/National Diploma in Public Administration. Relevant experience in a Parliamentary and Cabinet environment. Knowledge of Public Services Regulations, Public Service Act, Parliamentary policies and prescripts, Public Finance Management Act, HR matters, planning and organising. Good communication (verbal and written), interpersonal and problem-solving skills. Computer literacy (MS Office) software. A valid driver's licence.

DUTIES : The incumbent will be responsible to manage and coordinate Parliamentary and Cabinet matters. Work in collaboration with the Parliamentary Officer in processing of responses to Parliamentary questions and Cabinet memoranda. Render administrative and technical services with regards to Parliamentary and Cabinet matters. Monitor and analyse debates and events in Parliament and bring the relevant and important information to the attention of the Director-General. Ensure compliance with policies, prescripts and Government and Parliamentary procedures. Provide Parliamentary and Cabinet support services in respect of key Parliamentary events such as tabling of budget vote, strategic plans, annual reports. Agriculture, Forestry and Fisheries bills due to be presented in Parliament. Follow up on the progress of Agriculture, Forestry and Fisheries bills in Parliament. Manage and coordinate matters of the Parliamentary Committees. Manage the resources of the Sub-directorate (Physical, Human and Financial).

ENQUIRIES : Ms A Stevens, Tel no: (012) 319 7377
APPLICATIONS : daff26@humanjobs.co.za or fax: 086 537 5172
NOTE : In terms of the departmental employment equity target, priority will be given to African males and people with disabilities.

POST 09/05 : **ASSISTANT DIRECTOR: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT REF NO: 73/2017**
 Directorate: Woodlands and Indigenous Forest Management

SALARY : R389 145 per annum
CENTRE : Mthatha
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree in Forestry or Social Forestry, Environmental Management or Natural Sciences. Relevant experience in a forestry environment. Knowledge of Public Services Regulations, procurement procedures, policies, National Forest Act, No 84 of 1998, National Veld and Forest Fires Act, No 101 of 1998 and other relevant environmental legislation and policies. Good communication (verbal and written), interpersonal and problem-solving skills. Computer literacy (MS Office) software. A valid driver's licence.

DUTIES : The incumbent will be responsible to oversee, regulate and manage biodiversity within the Matiwane and East Griqualand district in all aspects of indigenous forest, woodlands and associated woodlots. Oversee and provide advice on the management of infrastructure and ecology. Ensure forest protection and manage the license. Coordinate stakeholder engagement and ensure capacity building. Oversee and evaluate of forestry activities. Supervise staff.

ENQUIRIES : Mr W Kedama, Tel no: (043) 605 5470
APPLICATIONS : daff27@humanjobs.co.za or fax: 086 537 5174
NOTE : In terms of the departmental employment equity target, priority will be given to African females and people with disabilities.

- POST 09/06** : **ASSISTANT DIRECTOR: FORESTRY REGULATION SUPPORT 2 POSTS REF NO: 50/2017**
Directorate: Forestry Management (Other Regions)
- SALARY** : R389 145 per annum
CENTRE : Bloemfontein and Knysna
REQUIREMENTS : Applicants must be in possession of a degree/ National Diploma in Forestry/Environmental Management. Relevant management experience in either Forestry or Environment field. Experience in the Administration and Implementation of NFA of 1998 & NVFFA of 1998. Knowledge & Understanding of Public Service Legislation; PFMA & HRM. Knowledge & Understanding of relevant Acts; Fire Brigade Services & Disaster Management Acts will be an added advantage. Competency in the use of MS Office software (Excel & PowerPoint). A valid driver's licence and willingness to travel extensively as well be away from home in the execution of duties.
- DUTIES** : The incumbent will be responsible for the implementation of the National Forest Act (NFA 30 of 1998) and the National Veld and Forest Fire Act (NVFFA 101 of 1998 as well as other relevant legislation. Ensure administration of licences for all forms of forest resources and protected trees & develop intervention mechanisms. Facilitate the registration of Fire Protection Associations (FPA's) in the Free State Province. Assist in the development of FPA plans & ensure conformity with objectives of the plan. Consolidate FPA's & Monitor impacts of fires. Develop feedback mechanisms & manage concurrence competence. Ensure representation of forestry programmes in IDP's, PGDP's and other Government Departments. Ensure compliance and law enforcement. Ensure participation in the evaluation of Environmental Impact Assessments (EIA's). Advise Regional Management and relevant Sector bodies on policies & strategies relevant to the sector Assist with the development of the Section's operational plan, procurement plans, asset management and Human Resources Management. Evaluate and monitor performance and appraisal of subordinates. Ensure capacity and development in the Region.
- ENQUIRIES** : Mr M Procter, Tel no: (051) 400-3503 for Bloemfontein and Mr M. Falitenjwa, Tel no: (021) 944-1401 for Knysna
- APPLICATIONS** : daff28@humanjobs.co.za or fax: 086 537 5239
NOTE : In terms of the departmental employment equity target, priority will be given to African males and females and people with disabilities.
- POST 09/07** : **ASSISTANT DIRECTOR: AGRARIAN REFORM 2 POSTS REF NO: 94/2017**
Directorate: Smallholder Development
- SALARY** : R389 145 per annum
CENTRE : Pietermaritzburg and Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree in Agriculture with relevant experience in land and agrarian reform. Knowledge of project management, policy analysis, Public Service regulations, personnel management and project management. Good communication (verbal and written), report-writing and presentation skills. Computer literacy. Ability to work independently, under pressure and willingness to travel.
- DUTIES** : The incumbent will be responsible to facilitate coordinate smallholder producers development programmes and projects in provinces. Facilitate the development of smallholder producers. Coordinate the support of smallholder producers. Monitor and evaluate smallholder producers programmes. Ensure the implementation development and support programmes and strategies of small producers. Supervise staff.
- ENQUIRIES** : Mr R Tuckledoe, Tel no: (012) 319 8117
APPLICATIONS : daff36@humanjobs.co.za or fax: 086 608 0043
NOTE : In terms of the departmental employment equity target, priority will be given to African males, African and Coloured females and people with disabilities.
- POST 09/08** : **ASSISTANT DIRECTOR: EXECUTIVE SECRETARIAT SUPPORT REF NO: 77/2017**
Directorate: Office of the Director-General
- SALARY** : R311 784 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree or National Diploma in Public Administration. Relevant experience in a secretariat support services environment. Knowledge of Public Services Regulation, procurement procedures, Public Finance Management Act, HR matters, planning and organising. Good communication (verbal and written), interpersonal and problem-solving skills. Computer literacy (MS Office) software. A valid driver's licence.

DUTIES : The incumbent will be responsible to render secretariat support to the Office of the Director-General. Make arrangements for meetings, workshops and conferences as required. Inform all relevant stakeholders of dates and venues for meetings, workshops and conferences. Coordinate all logistical arrangements required for the meetings, workshops and conferences. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the Director-General and track the implementation thereof. Disseminate documents, correspondence and/or information to the relevant officials within the Office of the Director-General and the Department regarding actions emanating from executive decisions. Render administrative support services to the Office of the Director-General. Render general office support services to the Office of the Director-General. Supervise staff. Evaluate and monitor performance appraisal of staff. Ensure capacity development and discipline of staff.

ENQUIRIES : Mr L.M. Theron, Tel no: (012) 319 6910
APPLICATIONS : daff29@humanjobs.co.za or fax: 086 537 5280

NOTE : In terms of the departmental employment equity target, priority will be given to Coloured females and people with disabilities.

POST 09/09 : **CHIEF PLANT HEALTH OFFICER REF NO: 67/2017**
Directorate: Food Import and Export Standards

SALARY : R311 784 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree/ National Diploma in Agriculture with Botany, Plant Pathology, Plant Protection, Horticulture, Plant Production and/or Entomology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Extensive knowledge, implementation and application of the Agricultural Pests Act, 1983 (Act No 36 of 1983). Knowledge of South Africa's Phytosanitary import and export regulatory systems is essential. Knowledge of the International Standards for Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs) as well as the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures (WTO-SPS). Knowledge of the Public Finance Management Act, 1999 (Act No 1 of 1999) (PFMA) and Treasury Regulations, the Public Service Act, 1994 (Act No 103 of 1994) (PSA) and the Constitution for the Republic of South Africa Amendment Act, 1997 (Act No 35 of 1997). Excellent interpersonal relations as a member of a team responsible for national liaison. People and financial management skills. Problem-solving and analysis skills. Ability to work in a diverse environment with a wide range of clients (internal and external). Good communication (verbal and written) and presentation skills. Ability to multitask and work well under pressure to produce results within specific and tight deadlines. Computer skills in MS Office software. A valid driver's licence.

DUTIES : The incumbent will be responsible to provide advisory service regarding import control in terms of the Agricultural Pests Act, 1983 (Act No 36 of 1983). Coordinate the processing and process import permits. Provide general administration with regard to plant health import permits. Supervise staff.

ENQUIRIES : Ms N H Cele, Tel no: (012) 319 6313
APPLICATIONS : daff30@humanjobs.co.za or fax: 086 537 5311

NOTE : In terms of the departmental employment equity target, priority will be given to African females and people with disabilities.

POST 09/10 : **CONTROL AGRICULTURAL LEGISLATION INSPECTOR 2 POSTS REF NO: 61/2017**
Directorate: Agriculture Inputs Control

SALARY : R311 784 per annum
CENTRE : Mpumalanga and Western Cape

REQUIREMENTS : Applicants must be in possession of a Bachelor of Science degree in the field of Agriculture with one of the following major subjects (Animal Health, Animal Nutrition, Pharmacy, Chemistry, Plant Science and/or Plant Pathology/Entomology) (you are required to furnish a credit certificate and/or statement of results). Applicable sufficient experience in agro-chemicals inspection of wholesalers as well as sufficient appropriate experience in the manufacturing plant inspections. Extensive relevant experience as an Inspector. Supervisory skills. Ability to perform factory inspections. Sound knowledge of Good Manufacturing Practices (GMP) and must be prepared to undergo GMP training at higher institutes. Application of the Criminal Procedure Act, (Act No 51 of 1977) and Act 36 of 1947 as well as the application of the Fertilizer, Farm Feeds and Stock Remedies. Ability to participate in team projects and have a positive attitude towards the inspection and application of the legislation. Good report-writing, negotiation,

supervisory and financial management skills. Good communication skills (verbal and written). Must be willing to travel and be away from home in the execution of duties. A valid driver's licence.

DUTIES

: The incumbent will be responsible to plan, organise and control facility, warehouses and depots inspection and audits of the prescribed geographical areas. Control the administration function of the prescribed geographical area. Ensure the compliance of Act 36 of 1947 by rendering an effective inspection service. Handle advanced aspects such as special investigations, including preparation of court cases up to the level where it can be handled 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 36 of 1947 for reviewing and updating the Act and its regulation. Manage financial and human resources.

ENQUIRIES

: Mr NG Moncho or Ms I Mathebula, Tel no: (012) 319 7169/7174

APPLICATIONS

: daff32@humanjobs.co.za or fax: 086 607 9989

NOTE

: In terms of the departmental employment equity targets, priority will be given to African, Indian and White females and people with disabilities.

POST 09/11

ESTATE MANAGER REF NO: 81/2017

Directorate: Woodlands and Indigenous Forest Management – Eastern Cape

SALARY

: R311 784 per annum

CENTRE

: Ngqeleni Forest Estate (Matiwane area)

REQUIREMENTS

: Applicants must be in possession of Bachelor's degree in Forestry, Nature Conservation/Natural Resource Management with relevant experience in supervisory, forest resources management including scientific services, interpretation of legislation. Knowledge of the National Forest Act, 1998 (Act 84 of 1998), NEMA, NEMBA, Protected Areas Act. Knowledge of Public Service Act, PFMA, Treasury Regulations. Knowledge of the forest and environmental management sector. Computer skills. A valid driver's licence.

DUTIES

: The incumbent will be responsible to provide leadership and direction with regard to sustainable management of the indigenous forest in the District and sustainable management of the Forest Estate, based on the following key performance areas: Develop scientific forest management tools, guidelines, norms and standards and best practices for sustainable forest management in consultation with the regions and key stakeholders. Develop criteria, indicators, and standards for sustainable management of indigenous forests. Guide, inform and support monitoring and assessment of the performance of the region against criteria, indicators and standards for sustainable forest management. Provide inputs into the development of national and regional strategies and programmes for sustainable management of woodlands and indigenous forests. Participate in and submit technical inputs to national legislation and policies. Disseminate technical and general information to relevant stakeholders (internal and external). Monitor and report on the implementation of policies, strategies and programmes. Interpret and advise stakeholders on policies, protocols, regulations and guidelines. Conduct conservation planning and ensure compliance with national biodiversity management frameworks. Conduct ecological forest monitoring. Monitor and support the implementation of capacity building and environmental empowerment strategies in the region. Perform and manage administrative and related functions of the Directorate or Forest Estate. Identify priority forests for protection and rehabilitation. Determine relative conservation socio-economic values of forest patches as well as threats. Assist with the development, maintenance and implementation of management plans for State forests. Provide technical inputs in the review of protected tree list. Develop technical systems and decision-support tools to support the implementation of the National Forest Act. Develop and monitor implementation of rehabilitation programmes for degraded natural forests and woodlands. Promote the expansion of the new woodland coverage and where possible the restoration of ancient woodland. Conduct the principle, criteria, indicators and standards (PCI&S) audits. Compile and submit PCI&S reports. Contribute towards national monitoring framework and goal setting. Develop methodologies and programming. Carry out representative field sampling in selected sites for periodic data collection. Update baseline information and assess change. Data capturing and analysis, compile reports and the development of geo-database. Identify forest research needs and commission research. Conduct capacity building workshops on the public participation process targeting communities. Develop operational and action plans for the Sub-directorate. Manage and develop human resources in the Sub-directorate, financial management and asset management.

ENQUIRIES

: Mr W Kedama, Tel no: (043) 604-5570

APPLICATIONS

: daff33@humanjobs.co.za or fax: 086 608 0332

- NOTE** : In terms of the departmental employment equity target, priority will be given to Coloured and White males, African and coloured females and people with disabilities.
- POST 09/12** : **SENIOR STATE ACCOUNTANT REF NO: 59/2017**
Directorate: Financial Accounting
- SALARY** : R262 272 per annum
CENTRE : Stellenbosch
REQUIREMENTS : Applicants must be in possession of Bachelor's degree/ National Diploma with Accounting as a major subject and sufficient relevant government financial and supervisory experience. Extensive knowledge of and experience in the following systems: Basic Accounting System (BAS), Persal, Pastel, LOGIS payments and Safety Web. Extensive knowledge of and experience in debtor management, revenue collection and expenditure (sundry payments and S&T claims) as well as LOGIS payments. Extensive knowledge of and experience in the Employee Performance Management and Development System (EPMDS). Extensive knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999). Ability to understand, interpret and correctly apply Financial, Procurement, Accounting and Human Resource Management policies and prescripts. Well-developed reasoning, organising, problem-solving, facilitating, report-writing and accounting skills. Teamwork, trustworthiness, reliability and good interpersonal relations. Extensive knowledge of and computer skills in MS Office software (Word and Excel).
- DUTIES** : The incumbent will be responsible to manage and monitor the recovery and accounting activities of departmental trade debt in accordance with the prescribed procedures and frameworks including system administration responsibilities on Pastel Evolution. Manage, monitor and report on the accounting activities on expenditure (LOGIS payments, S&T claims and BAS sundry payments) in accordance with the prescribed procedures as well as financial batch control. Manage, monitor and report on the accounting activities of revenue (petty cash and cashier activities) in accordance with the prescribed procedures. Manage the section with regards to human resource management and development, supply chain management, organisational and financial policies, prescripts and guidelines. Compile financial year statements. Attend training and development opportunities. Assist with routine office administration. Manage, supervise and evaluate all subordinates according to the EPMDS, who are under the control of the post.
- ENQUIRIES** : Ms S Heyns, Tel no: (021) 809 1612
APPLICATIONS : daff34@humanjobs.co.za or fax: 086 607 9991
NOTE : In terms of the departmental employment equity target preference will be given to African and Coloured males as well as African and Indian females and people with disabilities. Candidates will be subjected to a knowledge and skills test.
- POST 09/13** : **ADMINISTRATIVE OFFICER REF NO: 76/2017**
Directorate: Office of the Director-General
- SALARY** : R211 194 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate plus extensive experience or National Diploma in Public Administration, tertiary qualification, with relevant experience. Relevant experience in a Parliamentary administrative environment. Knowledge of Public Services regulations, procurement procedures, Public Finance Management Act, HR matters, planning and organising. Good communication (verbal and written), interpersonal and problem-solving skills. Computer literacy (MS Office) software. A valid driver's licence.
- DUTIES** : The incumbent will be responsible to coordinate, monitor and/or provide administrative support services to the Office of the Director-General. Coordinate all logistical arrangements for executive meetings as required. Collect and disseminate information relating to Parliamentary activities. Draft submission and memos related to Parliamentary activities. Ensure proper recordkeeping and document management of Parliamentary questions, briefing notes, Cabinet memoranda and general correspondence. Coordinate, oversee and/or administer the procurement of goods and services and asset management by ensuring compliance with policies, prescripts and procedures governing procurement and asset management. Supervise staff and ensure staff development.
- ENQUIRIES** : Ms N Mafani, Tel no: (021) 467 4500
APPLICATIONS : daff35@humanjobs.co.za or fax: 086 608 0018
NOTE : In terms of the departmental employment equity target, priority will be given to African males and African and Indian females and people with disabilities.

POST 09/14 : **ADMINISTRATIVE OFFICER REF NO: 93/2017**
 Directorate: Sector Education and Training

SALARY : R211 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree/ National Diploma in Human Resources Development/ Office Management/ Public Administration with relevant experience on youth development or implementation of experiential training and internships. Knowledge and understanding of all relevant legislation and regulations that govern the Public Service Act including PFMA and Treasury Regulations, the Public Services Act, the Labour Relations Act etc. A valid driver's licence and willingness to drive extensively. A computer literacy in MS Office software.

DUTIES : The incumbent will be responsible to provide administration and coordination role in the implementation of the DAFF's experiential Training, Internships and Professional Development Programme. Conduct recruitment and selection of interns. Placement of interns in various directorates in the department, industry and research institutions. Conduct the induction and capacity building for mentors and interns. Continuous monitoring and evaluation of interns progress and payment of monthly stipends. Organise the training and capacity development of mentors and interns/trainees. Develop and maintain comprehensive information management system to track programme beneficiaries. Compile monthly, quarterly and annual reports on the implementation of the programme.

ENQUIRIES : Ms B Shabalala, Tel no: (012) 319 7136
APPLICATIONS : daff37@humanjobs.co.za or fax: 086 608 0082
NOTE : In terms of the departmental employment equity target, priority will be given to Indian males and African females and people with disabilities.