

## 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
- CLOSING DATE** : 31 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), including the details of at least two contactable referees (should be people who recently worked with the applicant). 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 be legible and 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. Kindly take note that it is the responsibility of the applicant to ensure that applications submitted via fax or email includes all required information, attached in one email or fax and that the documents are legible and in an accessible format. Queries in this regards can be directed to (011) 257 8012 before the closing date at 17h00. The Department and Human Communications will not be held liable for any ineligible and/or inaccessible documents received.

## OTHER POSTS

- POST 11/01** : **STRATEGIC PLANNING FACILITATOR REF NO: 69/2017**  
Directorate: Strategic Planning
- SALARY** : R612 822 per annum (all-inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/BTech in Public Administration and or Public Management, BCom or any related degree in Agriculture. Appropriate experience in the field of strategic and operational planning, project and programme management and public policy development. Working knowledge of Government planning cycle national outcomes, PFMA and Treasury Regulations and all other legislation relevant to Government planning. Planning and organising, facilitation, problem-solving, good interpersonal and report-writing skills. Experience and knowledge in the field of Agriculture, Forestry and Fisheries to guide the planning process. Computer literacy in MS Office software. Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : The incumbent will be responsible to advise and liaise with the line managers on strategic and operational planning principles and activities. Research and analyse high-level strategic information planning sessions with the Directorates. Develop guidelines for strategic planning, operational planning and strategic interventions. Develop and review planning indicators and ensure that outputs are aligned to indicators. Coordinate the alignment of strategic and operational planning sessions with the planning cycle. Coordinate outcomes at intergovernmental level. Coordinate the alignment of strategic plans of the Provincial Department of Agriculture with the Department of Agriculture, Forestry and Fisheries. Facilitate and coordinate strategic and operational planning sessions for the Directorate and supervise staff.
- ENQUIRIES** : Ms M Molotsi, Tel no: (012) 319 7049  
**APPLICATIONS** : daff4@humanjobs.co.za or fax: 086 762 2910  
**NOTE** : In terms of the employment equity targets, priority will be given to Coloured females and people with disability are encouraged to apply.
- POST 11/02** : **ASSISTANT DIRECTOR: HR RECORDS MANAGEMENT REF NO: 100/2017**  
Directorate: Human Resources Management
- SALARY** : R311 784 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/National Diploma in the Administration/Management or Information disciplines with extensive experience in a records management environment, including supervisory experience. knowledge of the National Archives and Records Service of South Africa Act (No 43 of 1996), the Promotion of Access to Information Act (No 2 of 2000), the Promotion of Administrative Justice Act (No 3 of 2000), the Protection of Information Act (No 84 of 1982), the Electronic Communication and Transaction Act (Act 25 of 2002), the Public Finance Management Act (No 1 of 1999), the Minimum Information Security Standards (MISS), the Information Security Policy, the Electronic Document Management System and the Public Service Regulations, 2016. Demonstrate knowledge and understanding of records management within the Public Service and must handle a high level of confidentiality. Good communicator (verbal and written) and computer literate (MS Office programs). Sound interpersonal skills and above-average planning and organising skills. Professional, assertive and confident to interact at all levels and must be able to work under pressure. The applicant must occasionally travel to the regional offices and must thus possess a valid driver's licence.
- DUTIES** : The incumbent will be responsible for HR records management in the Department which will entail ensuring compliance with records management practices. Manage the archiving and disposal of documents. Assess/audit records management systems. Manage messenger and mailroom services. Supervise staff.
- ENQUIRIES** : Ms L. Bouwer, Tel no: (012) 319 6675  
**APPLICATIONS** : daff2@humanjobs.co.za or fax: 086 762 2864  
**NOTE** : All short-listed candidates will be subjected to a skills test. In terms of the departmental employment equity target, priority will be given to African females and people with disabilities.

- POST 11/03** : **STRATEGIC PLANNING OFFICER REF NO: 70/2017**  
 Directorate: Strategic Planning
- SALARY** : R311 784 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a National Diploma or Bachelor's degree in Public Administration and or Public Management, BCom. Relevant experience in the field of strategic and operational planning, project and programme management. Working knowledge of Government planning cycle national outcomes, PFMA and Treasury Regulations. Planning and organising, facilitation, problem-solving, interpersonal and report-writing skills. Computer literacy in MS Office software. Communication skills (verbal and written). A valid driver's licence. Experience and knowledge in the field of Agriculture, Forestry and Fisheries to guide the planning process.
- DUTIES** : The incumbent will be responsible to coordinate the administrative functions of the unit with regard to strategic and operational planning. Advise and liaise with the Directorate on strategic and operational planning, principles and activities. Coordinate strategic and operational planning sessions with the Directorates. Collate, verify and consolidate strategic and operational planning inputs from programmes. Maintain a strategic and operational planning database and documents, review and update guidelines for strategic and operational planning.
- ENQUIRIES** : Ms L. Tembani, Tel no: (012) 319-7951  
**APPLICATIONS** : daff5@humanjobs.co.za or fax: 086 762 2920  
**NOTE** : In terms of the employment equity targets, priority will be given to Indian males and people with disability are encouraged to apply.
- POST 11/04** : **SENIOR FORESTER REF NO: 91/2017**  
 Directorate: Woodland & Indigenous Forest Management (KwaZulu-Natal)
- SALARY** : R262 272 per annum  
**CENTRE** : Sokhulu Plantation  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree/National Diploma in Forestry, Conservation or Environmental Sciences (you are required to furnish a credit certificate and/or statement of results). Experience in conservation, environmental and forest ecology field. Knowledge of Public Service and departmental prescripts /policies. Knowledge of NFA, NVFFA and other Environmental legislation. Good leadership, report-writing and communication skills (verbal and written). Computer skills in MS Office software. A valid driver's licence.
- DUTIES** : The incumbent will be responsible to implement infrastructure management plan. Implement biodiversity monitoring and management practices identified in the management plan. Ensure the provision of environmental education at the Forest Management Unit (FMU) to promote environmental awareness. Perform administrative and office-related functions.
- ENQUIRIES** : Ms B. Mzulwini, Tel no: (033) 392 7753  
**APPLICATIONS** : daff3@humanjobs.co.za or fax: 086 762 2894  
**NOTE** : In terms of the departmental employment equity target, priority will be given to Coloured and Indian males, African, Coloured and White females and peoples with disabilities.