DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

APPLICATIONS: Applications may be posted to URS Response Handling, P. O. Box 11506, Tierpoort, 0056 or submitted electronically via email: daff@ursonline.co.za or via fax: 086 654 1824 or online: www.ursonline.co.za or deposited in the URS Response Handling boxes at any one of the Department of Agriculture, Forestry and Fisheries’ offices indicated below.

PRETORIA: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria, Gauteng.

CAPE TOWN: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore, Cape Town, Western Cape.

 STELLENBOSCH: Reception (Support Building), Quarantine Station, Polkadraai Road, Stellenbosch, Western Cape.

PIETERMARITZBURG: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg, KwaZulu-Natal.

KING WILLIAM’S TOWN: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue, King William’s Town, Eastern Cape.

NELSPRUIT: Reception (2nd Floor), Permanent Building, 27 Brown Street, Nelspruit, Mpumalanga.

MAKHADO: Reception (Ground Floor), Magistrates Building, 103 Landros Street, Makhado, Limpopo.

MTHATHA: Reception (3rd Floor), PRD Building, 2 Sutherland Street, Mthatha, Eastern Cape.

CLOSING DATE: 29 August 2014

ENQUIRIES: URS Response Handling, tel. 012 811 1900.

NOTE: It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. 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 (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 his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification 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 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 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 email, fax or online must include the post title and reference number in the subject line and a scanned, signed Z83 form (a Z83 form without a physical signature will disqualify an application) together with all relevant documents as indicated above. Persons with disability are encouraged to apply.

OTHER POSTS
POST : DEPUTY DIRECTOR: INFRASTRUCTURE (REF 309/2014)
Directorate: ICT Service Delivery and Operations

SALARY : R532 278 per annum (All inclusive flexible remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree or National diploma in Computer Science and/or Informatics. An MCSE / MCITP Certificate. Extensive experience in the Information and Communication Technology (ICT) environment as well as management experience in the ICT environment. Applicable management experience in the Microsoft Server environment: Exchange server; Active Directory; Dynamic Host Configuration Protocol (DHCP); Domain Name Server (DNS); File and Print; Application server; MS SQL; Hyper-V virtual environment; and Storage Area Networks (SAN) and Enterprise Virtual Array (EVA) storage. Management experience in Sun Solaris, Unix, Linux and Backups. Knowledge of Information Technology Infrastructure Library (ITIL). A valid driver's licence, the ability to drive and willingness to travel. Must be a team player and willing to share information/knowledge.

DUTIES : The incumbent will be responsible to monitor the Departmental ICT environment and strategy as well as conduct research in order to provide solutions to the Department of Agriculture Forestry and Fisheries (DAFF), Provincial Departments of Agriculture (PDA's), other National Departments and maintenance, implementation and integration. Provide requirements and specifications / business cases for the procurement of ICT related goods and services and serve on the State Information Technology Agency (SITA) or BID evaluation/adjudication committees. Ensure that ICT Operating Infrastructure is an operational environment for the following: DAFF; PDA's; the Agricultural Research Council (ARC); Embassy; private organisations; Non-Governmental Organisations (NGOs); Municipalities; International; Imports and Exports; Wines of South Africa (WOSA); etc. Manage resources such as policies, processes and equipment as well as a team of professionals and service providers directly or indirectly, that are necessary to perform and deliver ICT solutions (servers and backups of electronic information on servers). Ensure quality control and service delivery in accordance with internal standards, requirements and specifications. Formulate work breakdown structures and schedule ICT projects. Manage and control ICT projects during implementation. Plan, control and co-ordinate Government initiatives related to DAFF. Manage change control, knowledge management and the Master Information Systems Plan. Monitor and evaluate contracts and ICT procurement. Assess customer needs and ensure the integration thereof. Be responsible for ICT oversight of major projects running in DAFF. Manage mentorship programmes of all trainees/mentees who are appointed in ICT. Develop policies and Service Improvement Plans.

NOTES : This position is subject to job rotation and enrichment. Applicants must be prepared to undertake appropriate competency tests, be able to learn quickly and be trained continuously. This is a re-advertisement of Ref 51/2014. All interested applicants who previously applied must re-apply.

ENQUIRIES : Mr S. Gwarube, tel. 012 319 6195 / 6514.

POST : ICT SPECIALIST: DATABASE ADMINISTRATOR (REF 310/2014)
Directorate: Service Strategy and Systems

SALARY : R532 278 per annum (All inclusive package)
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree or National diploma in Information Technology or Computer Science and must be an Oracle Database 10g Administrator Certified Professional. Appropriate extensive experience in the Information and Communication Technology (ICT) environment and data management systems. Experience in database systems, eg, Oracle. Experience in Unix, Solaris and Linux. Ability to plan, design and develop databases; write and produce quality reports; manage data (in terms of integrity, reliability and non-redundancy); communicate thoughts, ideas, requirements and complex specifications into an understandable format; and interact, network and communicate with role players and stakeholders on diverse, professional and managerial levels. Excellent communication (verbal, presentation and
report writing) skills. Project planning and management skills. A valid driver’s licence, the ability to drive and the willingness to travel.

**DUTIES**: The incumbent’s responsibility will be to create, develop and test databases and applications through installation and configuration of Oracle instances and Oracle application report servers on Unix, Solaris and Linux. Apply Oracle software upgrades and patches. Allocate system storage and plan future storage requirements for the database system. Create primary database storage structures and primary objects. Enrol users and maintain system security. Ensure security and access to the databases. Monitor, optimise and tune the database and application environment. Manage forms or report servers, web servers and apache, etc. Evaluate new Oracle database and application-related software. Maintain archived data on proposed technologies. Establish and maintain backup and recovery policies and procedures. Ensure that backup and recovery policies are adhered to. Ensure that integrated products are debugged and can consistently perform all critical functions. Design database packages and procedures. Improve and maintain the database and applications that support the Department’s business. Ensure that services are secured with minimal downtime by proactively monitoring database systems. Provide the services management team with regular trend analyses. Work closely with Web Developers. Communicate regularly with technical, application and operational staff to ensure database integrity and security.

**ENQUIRIES**: Ms L. Dhlamini, tel. 021 402 3161.

**POST**: RESOURCE AUDITOR (7 POSTS) (REF 179/2014)

**SALARY**: R270 804 per annum

**CENTRES**: Kimberley (2 Posts), Bellville, Pietermaritzburg, East London, Nelspruit and Potchefstroom

**REQUIREMENTS**: Applicants must be in possession of a four-year degree in the field of Natural Resource Utilisation, Resource Conservation or Agriculture (you are required to furnish a credit certificate and/or statement of results). Appropriate post-qualification experience in natural resource management and in handling environmental/land use criminal cases. Good knowledge of sustainable agricultural resource use and environmental legislation related to the Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983) (CARA). Knowledge of project monitoring and evaluation techniques. Good knowledge of the protection of high-potential agricultural land and the rectification of degraded resources. Excellent communication (verbal and written) skills to interact with land users regarding compliance with CARA and the Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970) (SALA). Competency in the use of computer (MS Office) software. A valid driver’s licence, the ability to drive and the willingness to travel extensively as well as be away from home in the execution of duties.

**DUTIES**: The incumbent will be responsible to promote responsible custodianship of natural agricultural resources by all land users in co-operation with all relevant role players. Effectively administer applicable legislation through auditing compliance with set standards and applying resource management practices. Liaise and co-operate with other Departments administering legislation that may impact on sustainable land use. Assist in the development and review of norms and standards with regards to sustainable land use. Participate in spatial development reviews of all Municipalities to ensure that the objectives of CARA and SALA are accommodated.

**ENQUIRIES**: Ms N.C. Ntlokwana, tel. 012 319 7567.

**POST**: ASSISTANT DIRECTOR: ENTREPRENEURIAL DEVELOPMENT (REF 300/2014)

**SALARY**: R270 804 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants must be in possession of a National diploma/degree in Agriculture or relevant field with Economics/Finance as a major subject (you are required to furnish a credit certificate and/or statement of
**DUTIES**

The incumbent will be responsible to ensure the development and support of forestry Enterprises through portfolio categorisation of beneficiaries. Administer the process towards effective development and implementation of policies, programmes, frameworks and strategies for enterprise support in the Agriculture, Forestry and Fisheries sector. Manage unit documents towards operations support. Collect and update the document register. Consult policies, programmes and strategies for process co-ordination. Handle enquiries on services and products offered. Monitor processes and report on progress. Maintain databases and other operational systems pertaining to agriculture, forestry and fisheries enterprises. Collect information on operations for enterprise advisory and support. Maintain a tracking system to monitor all interfaces with Forestry Enterprises. Research and analyse business opportunities, implement products and monitor outcomes. Screen beneficiaries and analyse their needs. Categorise and prioritise projects according to needs urgency and communicate results to affected beneficiaries. Consult internal and external systems towards job execution. Liaise with stakeholders and role-players for awareness and the promotion of sub-sector enterprise products and services. Monitor and evaluate the progress and outcomes post- and during implementation of interventions (products and services). Conduct assessments, situation analyses, viability and feasibility studies on projects as well as facilitate required linkages for enterprise support. Collect and collate information relating to enterprises to leverage growth and development. Conduct Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses towards advisory and other support interventions (financial and non-financial). Reporting and general administration: determine type of reports to be compiled. Obtain relevant information and compile reports. Facilitate correspondence/files/documents between offices to track and monitor tasks as required in the unit. Facilitate information and documentation for meetings, projects, presentations and reports.

**ENQUIRIES**

Ms P. Skhosana, tel. 012 319 8142.

**POST**

PRINCIPAL HUMAN RESOURCES OFFICER (REF 311/2014)

Directorate: Human Resources Management

**CENTRE**

Pretoria

**SALARY**

R183 438 per annum

**REQUIREMENTS**

Applicants must be in possession of a National diploma/degree in Human Resource Management with sufficient experience in HR administration OR a Grade 12 (Matric) Certificate with extensive experience in HR administration. A valid driver’s licence and the ability to drive. Knowledge of and experience in dealing with Human Resources administrative matters, such as appointments, retentions, probationary matters, transfers, acting and PNPA allowances, resettlements, MMS and OSD dispensations, performance administration, grade progression, implementation of job evaluation results and structure changes, etc. and other related matters. In-depth knowledge of the relevant prescripts and legislation such as the Public Service Regulations, the Public Service Act 1994, relevant Public Service Coordinating Bargaining Council (PSCBC) and General Public Service Sector Bargaining Council (GPSSBC) Resolutions and other HR prescripts and legislation related to this position’s functional areas. Computer skills in MS Office software. Sound interpersonal relations. Ability to interpret HR prescripts and procedures. Organising skills (ability to work under pressure with several different results). Extensive experience in project management and financial support or financial management and analysis. Knowledge of Broad-Based Black Economic Empowerment (BBBEE) transformation and sectoral small enterprise development support criteria in terms of empowerment. Project planning and management skills. Analytical and report writing skills. Interpersonal and stakeholder relations building skills. Strong financial and numeracy skills as well as research skills. Good communication (verbal and written) skills. Computer skills in MS Office software. Ability to adapt and learn new concepts as well as work well under pressure and meet deadlines. A valid driver’s licence, the ability to drive and the willingness to travel and be away from home in the execution of duties.
issues simultaneously). Numeric skills. Ability to identify urgent and/or important matters. Receptive to ideas and suggestions from supervisors, colleagues and clients. Good verbal and written communication skills. Proven hands-on experience and knowledge of the PERSAL administration system and functions. Creativity (must be an innovative thinker and be able to express creativity).

**DUTIES**

The incumbent will be responsible for the supervision and handling of HR activities such as appointments, retentions, probationary matters, transfers, acting and PNPA allowances, resettlements, MMS and OSD dispensations, performance administration, grade progression, implementation of job evaluation results and structure changes, etc. and other HR administration related matters. Give inputs for the improvement of HR administration procedures, guidelines and policies. Supervise, evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resources reported to this position effectively. Render professional human resources care and improve service delivery. Provide human resources management information support (e.g. PERSAL, statistics, etc.). May be required to travel from time to time as and when required.

**NOTES**

A pre-interview test will be conducted to assess the required skills and knowledge. Proof of current salary level and date of entry to current salary level must be attached to your application.

**ENQUIRIES**

Ms M. Malatsi, tel. 012 319 6710.