

	Administration/Business Management (NQF 6). Minimum of 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Analytical skills. Problem solving skills. Financial management skills and Report writing skills.
<u>DUTIES</u>	Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials
<u>ENQUIRIES</u>	Dr M Mutegwe Tel No: (012) 319 6321
<u>APPLICATIONS</u>	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAOrecruit262025@nda.agric.za
<u>NOTE</u>	African and Coloured males and African and Coloured females and Persons with disabilities are encouraged to apply.
<u>POST 01/06</u>	<u>LIQUOR PRODUCT REGISTRATION CLERK REF NO: 3/3/1/28/2025</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	R269 499 per annum (Level 06)
<u>CENTRE</u>	Western Cape (Stellenbosch Office)
<u>REQUIREMENTS</u>	Applicants must be in possession of a Grade 12 Certificate. A certificate in Wine will be an added advantage. One (1) year relevant administration experience. Job Related Knowledge: Departmental policies and prescripts. Procurement procedures. Quality assurance practices. Cultural diversity. Knowledge of wine cultivars and different types of liquor products as defined in the Act. Job Related Skills: Literacy skills. Computer literacy skills. Planning and Organisation. Communication skills. Planning and organizing skills. Telephone etiquette. Customer service. Problem solving skills. Basic interpretation of legislation. Ability to drive. Valid Divers' license. Extended working hours.
<u>DUTIES</u>	Provide administration support service in the registration of liquor for import and export. Register, capturing, processing, and maintain on Wine Online of export and import documentation as per legislation requirements. Verify the documentation for compliance with procedures and processes. Print approved documents and invoice export documents. Collate and compile statistical data. Register and conduct preliminary evaluation of labels in terms of legislative prescripts to enable logging of liquor products samples for submission to the laboratory. Compare and validate the South African Wine Industry Information System (SAWIS) in terms of the legislative prescripts of the Wine of Origin Scheme. Address Laboratory Information Management System (LIMS) and SAWIS interface errors where applicable to enable certificate information to flow between the various linked databases in order to facilitate the issue of export certificates as required by the Act. Assist with the maintenance of the vinotheque and discarding of samples according to set periods. Compile the wine tasting list and conduct the presentation of the sensorial evaluation of

liquor products to ensure compliance with the minimum quality and food safety requirements of the Liquor Products Act and export country standards. Transport samples to the Wine and Spirit laboratory and liaise with the laboratory with regards to logging of samples. Provide a helpdesk function and user support with regards to the Wine Online electronic certificate system. Provide advisory services and user support with regards to the Wine Online electronic certificate system. Provide advisory services to clients, assignees and other divisions regarding and import process and procedures in terms of Liquor Products Act. Maintain the Wine Online (WOL) helpdesk function (i.e., problem solving, maintenance and update of database information, answering and responding to queries). Provide support to officials with the validation of export certificates, the basic interpretation of import and export guidelines and procedures and to provide inputs to policy formulation. Identify and resolve blacklisted clients on WOL to ensure adherence to legislative prescripts. Provide support in the update and maintenance of the database and information related to the following: Registration or cancellation of A and B codes for liquor products in terms of Regulation 40 of the Act. Invoicing of A and B code numbers. Provide administration support services in the registration of liquor operators, maintain and improve internal business processes. Receive and process applications. Verify application information received. Capture information and allocate a registration number. Print and submit the certificate for verification and signature. File documentation and maintain information databases. Effective operation of switchboard and ensuring relief services at switchboard. Report/ escalate and follow up on problems with fax machine and copier. Adhere to waste management and occupational health and safety requirements. Maintain/ update asset register.

ENQUIRIES
APPLICATIONS

: Ms WJ Hanekom Tel No: (021) 809 0037
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email LPRCrecruit282025@nda.agric.za

NOTE

: African Males and persons with disability are encouraged to apply.

POST 01/07

: **CHIEF AUXILIARY SERVICES OFFICER REF NO: 3/3/1/31/2025**
Directorate: Genetic Resources

SALARY
CENTRE
REQUIREMENTS

: R269 499 per annum (Level 06)
: Gauteng (Pretoria): Roodeplaat
: Applicants must be in possession of a Grade 12 Certificate with Biology as a passed subject.

DUTIES

: Manage candidate seed and standard varieties submitted. Prepare information sheet for each variety received. Capture data from information sheet into relevant database. Forward seed and information sheet to relevant official. Manage and record all seed into relevant database. Update and maintain database of seed number allocations and seed removed. Load all updated database into the local network. Liaise with offices of the Registrars and seed companies. Compare information on Variety Listing (VL) and Plant Breeders' Rights (PBR) Register with information in databases. Communicate with respective offices regarding any seed/variety discrepancies. Send requests for new seed sources to companies. Process seed samples received for trade and post control. Assist with the typing of seed labels. Assist with labelling of seeds. Monitor that all seed cooling equipment is functioning at the correct temperature. Check all seed cooling systems regularly. Report any malfunction of the seed cooling system to relevant official.

ENQUIRIES
APPLICATIONS

: Mr SJ Ndlazi Tel No: (012) 319 6086
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CASOMrecruit312025@nda.agric.za

NOTE

: African Males and African Females and persons with disability are encouraged to apply.

POST 01/08

: **ADMINISTRATIVE CLERK REF NO: 3/3/1/27/2025**
Chief Directorate: Food Safety and Quality Assurance

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum (Level 05)
: Gauteng (Pretoria): Head Office
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well