

meeting procedures. Understanding of the manner in which the office of the Director General operates. Job related skills: Ability to communicate well with a variety of people. Organising skills, Computer skills and Interaction skills. A valid driver's licence.

DUTIES

: Schedule engagements of the Director General. Manage and maintain the manual diary of the Director General. Coordinate high level meetings on behalf of the Director General with other government Departments and stakeholders. Develop, update and circulate the departmental year calendar. Render administrative support services to the Director General. Manage all travel arrangements of the Director General. Ensure that subsistence and travel claims are finalised. Render support to Director General in the Pretoria and Cape Town offices. Manage emails of the Director-General. Coordinate external and internal meetings. Ensure that Information Technology equipment's and infrastructure of the Office of the Director General functions effectively and efficiently. Stay abreast of applicable prescripts and procedure to ensure efficient and effective support to the Director General. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes that apply in the Office of the Director General. Coordinate the budget for the Office of the Director General and handling of petty cash requests. Facilitate, plan oversee and drive the timely and accurate preparation of the budget of the Office of the Director General in line with Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly, monthly and quarterly. Compile Demand Management Plan (DMP), Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient, and economical utilization of the Director General's funds. Provide leadership and management in the Private Office. Maintain a professional environment in the Private Office. Coordinate and manage the quality of work in the Private Office. Monitor and manage the daily attendance register. Ensure the development of performance agreements and assessment reports. Facilitate all training requirements and activities. Facilitate recruitment processes. Maintain accurate leave records.

ENQUIRIES APPLICATIONS

: Ms Alicia Stevens Tel No: (012) 312 9667
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPArecruit362025@nda.agric.za.

NOTE

: Africans and Persons with disability.

POST 02/02

: **ASSISTANT DIRECTOR: INFORMATION CENTRE REF NO: 3/3/1/32/2025**
Directorate: Knowledge, Information and Records Management

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
: Gauteng (Pretoria): Head Office
: Applicants must be in possession of a Bachelor's degree / National Diploma in Information Management / Information Science (NQF level 6). Minimum of three (3) years' experience. Job related knowledge: Basic knowledge of agriculture and related fields. Client information needs. Library stock. International library standards and procedure. Standards for library organization and administration. Applicable computer software and databases. Information retrieval. Departmental and other applicable policies. Financial matters. Human resource management matters. Job related skills: Planning and organizing, Computer literacy. Problem solving. Project management. Analytical thinking. Interviewing. Interpersonal relations. Verbal and written exchange of information. Tact and diplomacy. Creativity. A valid driver's license. Manage the rendering of information services to internal and external clients: Interpret and give guidance on library and information procedures and standards. Promote marketing of the library. Client orientation and customer focus: Deal with and /or assist with general enquiries. Advise other directorates on library and information matters. Deal with service providers and evaluate their products. Manage the creation of bibliographic records and maintenance of catalogues: Assist in management of cataloguing new additions to the library stock. Assist in management of classification of new stock. Assist in management of allocation of subject headings to new stock. Assist in management of allocation of shelf numbers to new stock. Assist in management of compilation of electronic asset register as required by supply

DUTIES

: Manage the rendering of information services to internal and external clients: Interpret and give guidance on library and information procedures and standards. Promote marketing of the library. Client orientation and customer focus: Deal with and /or assist with general enquiries. Advise other directorates on library and information matters. Deal with service providers and evaluate their products. Manage the creation of bibliographic records and maintenance of catalogues: Assist in management of cataloguing new additions to the library stock. Assist in management of classification of new stock. Assist in management of allocation of subject headings to new stock. Assist in management of allocation of shelf numbers to new stock. Assist in management of compilation of electronic asset register as required by supply

chain management. Assist with and check library assistant's inputs. Organizing, maintenance and preservation of collections: Assist in management of sorting and evaluation of new or donated materials. Assist in the management of shelving of new and returned items. Assist in managing that shelf reading is done as required. Assist in managing that weeding of outdated, surplus or damaged materials takes place. Assist in managing the repair of damaged books. Assist in managing that current stock is checked to substitute missing or damaged documents. Management of library and resource centre resources: Manage workflow. Deal with EPMDS matters. Provide in-service training and facilitate training by others. Deal with HRM matters. Interpret and give guidance on departmental policies. Liaise with human resources and other directorates when necessary. Apply financial management instructions concerning assets management. In the information centre and compile and submit quarterly reports in conjunction with the divisional asset's controller. Practice quality control with regards to financial registers. Deal with acquisition of library stock, store items, stationery and equipment.

ENQUIRIES : Mr Ephraim Senamela at (067) 410 6097
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDICrecruit32025@nda.agric.za

NOTE : Africans, Indian Female, Coloured Female, and persons with disability.

POST 02/03 : **SUPPLY CHAIN PRACTITIONER: ORDERS REF NO: 3/3/1/33/2025**
 Directorate: Demand And Acquisition Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Logistics environment. Job related knowledge: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA). Job related skills: Good written and verbal communication skills. Supervisory skills. Good interpersonal relation. Time management. Organizing and office administration. Good data analysis and report interpretation. Computer literacy. At-least LOGIS literacy certificate. Ability to work under pressure and meet deadlines. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies. A valid driver's license.

DUTIES : Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture requisitions on LOGIS as per SCM delegations of authority. Authorize requisitions on LOGIS as per SCM delegations of authority. Create Procurement advice. Process petty cash transactions. Capture requisitions for petty cash transactions. Create petty cash vouchers. Creation / authorization of purchase orders. Authorize procurement advises as per SCM delegations of authority. Run the batch to consolidate approved procurement advises into orders authorise orders online as per SCM delegations of authority.

ENQUIRIES : Ms IM Molopyane Tel No: (012) 312 8659
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SCPOrecruit332025@nda.agric.za

NOTE : Africans, Coloured and Persons with disability.

POST 02/04 : **SECRETARY: VARIOUS COMPONENTS REF NO: 3/3/1/34/2025**
 Directorate: Human Resource Utilization and Development

SALARY : R228 321 per annum (Level 05)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate (NQF 4). No experience required. Job related knowledge: Knowledge of the relevant legislation/policies/prescripts and procedure. Telephone etiquette. Basic knowledge of financial administration. Job related skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do