The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Grain Crops (ARC-GC) seeks to appoint highly skilled, experienced and dynamic persons to work on the new project funded by the National Department of Agriculture, Land Reform and Rural Development (DALRRD) at Potchefstroom.

MSC STUDENT: (AGRONOMY) X2

(TWO (2) YEARS FIXED TERM CONTRACT)

Key Performance Areas:

- Undertakes MSc studies for two years in Agronomy within the Agronomy program.
- Provides research support to Agronomy research projects as the affiliated postgraduate student.
- Engages with relevant stakeholders within affiliated research projects.
- Disseminate project results through, scientific or popular publications, conferences, and peer reviewed publications.
- Ensures compliance with SHE/OHS policies and procedures.

Requirements:

- BSc Agric degree/BSc Agric Honours degree in Agronomy, plant sciences or related fields.
- Demonstrated capacity to conduct research at postgraduate level.
- Knowledge of soil sciences and crop physiology will be an advantage.
- Valid driver's licence
- Must be a South African Citizen.
- Excellent English language (Spoken and written).

Enquiries: Ms A de Beer, Tel: (018) 299 6347

FACILITY OFFICER: ASSET MANAGEMENT X1 RE-ADVERT
(SIX MONTHS (6) FIXED TERM CONTRACT)

Key Performance Areas:

- Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers.
- Monitor and review the allocation of assets to asset holders.
- Oversee and review the monitoring of assets in accordance with the relevant policy and procedures.
- Promote correct implementation of sound asset management practices.
- Supervise employees to ensure sound physical asset management.
- Managed the asset team and compliance thereof with respect to acquisition, operations, verification, and disposal processes.
- Assist in sourcing & allocation of the required resources to complete asset management, e.g., Offices, Equipment, etc.

Requirements:

- B.Com Degree in Finance or a related field.
- 3 years of asset management supervisory experience.
- Professional membership in the Finance field will be an added advantage.
- MS Excel competence in consolidating and working with pivot tables.
- Reporting capability.
- A valid South African driver's license will be added advantage.

Enquiries: Ms Nosipho Sipungela, Tel: (018) 299 6218

PROJECT COORDINATOR
THREE (3) YEARS FIXED TERM CONTRACT

Key Performance Areas:

- Coordinate and implement the ARC Monitoring and Evaluation (M&E) process for one of the ARC programmes (ARC-GC, external contract) and one ARC campus (ARC-GC) and integration within the broader ARC context.
- Coordinate the development and implementation of the ARC M&E work plan for the ARC programme and the ARC-GC.
- Continuous enhancement/improvement of the ARC M&E process for the ARC programme (external contract) and ARC-GC to ensure alignment with local and international best practices.

- Compiling monthly and quarterly ARC performance reports.
- Management of institute reporting and research information systems.
- Collation of technical reports for management reporting purposes.
- Archiving of institute and/or programme project information.
- Management of Project Office, and Quality Control of project proposals and reports in collaboration with Research and Support Managers.
- Assistance with Business Planning in collaboration with Research Managers.
- Liaison with ARC Cooperate structures in relation to policy, legal requirements and intellectually property rights.
- Coordinating reporting processes and meetings with the client and collating client information and reports.

Requirements:

- Bachelor's Degree/National Diploma in Project Management or equivalent, with 3 years or more relevant experience.
- The ideal candidate must have extensive experience in project office coordination/management as well as experience in coordinating projects and contracts.
- Experience with review, verification, and consolidation of Performance Information.
- Consolidation and review of various reports linked to Performance Information.
- Liaise with all stakeholders on Performance Reports.
- Reporting of consolidated and reviewed Performance Information.
- Knowledge of guiding Frameworks and Policies from Government (DPME, National Treasury etc.).
- Experience with internal and external (AGSA) audit processes.
- Exposure in the monitoring and evaluation environment.
- Exposure in the agriculture & research and development environment.
- Proficiency in the MS Office Suite.
- The ability to critically analyse, interpret and present data/results.
- Good communication skills (written and verbal).
- Attention to detail.
- Good interpersonal skills.
- Excellent writing and verbal communication skills.

NB Preference will be given to applicants who reside at Northwest.

Dr J du Toit, Tel: (018) 299 6297

CLOSING DATE FOR APPLICATIONS: 09 JULY 2024

Competitive remuneration package will be congruent with the scope, responsibilities, and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to designated groups in terms of the ARC Employment Equity Plan. Permanent appointments are subject to six (6) months' probation period. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity Act.

Applications accompanied by covering letter, detailed CV (Including certified copies of certificates, supporting documents, copy of driver's license as well as the names and particulars of three (3) traceable referees must be attached on the form.

- To apply for MSc Student: (Agronomy) click on the link https://forms.office.com/r/XQQERThYU6
- To apply for Facility Officer: Asset Management click on the link https://forms.office.com/r/Ycbzjrcbp7
- To apply for Project Coordinator, click on the link https://forms.office.com/r/Ramy0H0jyY

NB: Non-RSA citizens must attach a valid permanent residence permit, names, and particulars of three (3) traceable referees and traceable email address.

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The company has the right not to appoint.