

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-Plant Health and Protection (ARC-PHP) seeks to appoint highly skilled, experienced and dynamic persons to the following positions at Vredenburg and Roodeplaat:

RECEPTIONIST - VREDENBURG

Key Performance Areas:

- Attendance to clients and enquiries.
- Update of information directories.
- Maintaining the office space and re-stocking office supply.
- Handling all incoming and outgoing correspondence.
- Perform routine administrative tasks.
- Administration regarding human resources documents.
- Booking of trips, issue vehicles and submit transport information.
- Report IT problems to relevant department.
- Record minutes of meetings.
- Venue bookings.
- Distribution of information to public relations officer.
- Organise and assist in campus events.

Requirements:

- Grade 12 with at least 2 years relevant work experience in an environment with similar functions.
- Proficient in MS Office Suite.
- Good Communication skills (verbal and written).



- Multitasking skills and customer service.
- Organisational and interpersonal skills.
- Ability to work in a team.

Enquiries: Ms Nhlanhla Mashinini, Tel: (021) 887 5090

MSC STUDENT: CANNABIS - ROODEPLAAT (TWO (2) YEAR FIXED CONTRACT)

Key Performance Areas:

- Field collection of cannabis samples.
- Conducting RNA extractions from cannabis leaf samples.
- Conducting cDNA synthesis, RT-PCR, qPCR.
- Phylogenetic analysis of virus strains.
- Bioinformatics analyses of next generation sequencing data.

Requirements:

- BSc Honours in Plant Biotechnology/Plant pathology, or related field.
- Knowledge and experience in field sampling, RNA extraction and PCRs.
- Experience in Sanger sequencing and plant virology is desirable.

Enquiries: Dr Tendekai Mahlanza, Email: mahlanzat@arc.agric.za



MSC STUDENT: BANANA - ROODEPLAAT (TWO (2) YEAR FIXED CONTRACT)

Key Performance Areas:

- Tissue culture of banana suspension cells and apical meristems.
- Cloning of CRISPR Cas9 T-DNA vectors.
- Agrobacterium transformation.
- DNA and RNA extraction, PCR, qPCRs.
- Bioinformatic analyses.

Requirements:

- BSc Honours in Plant Biotechnology/Plant pathology.
- Knowledge and experience with DNA extraction, PCRs, Sanger sequencing and cloning.
- Experience in tissue culture and plant virology is desirable.

Enquiries: Dr Tendekai Mahlanza, Email: mahlanzat@arc.agric.za

CLOSING DATE FOR APPLICATIONS: 12 JUNE 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) must be attached on the form.



- ❖ To apply for **Receptionist – Vredenburg** <https://forms.office.com/r/N2gr4YzUjc>
- ❖ To apply for **MSc Student: Cannabis** <https://forms.office.com/r/f8FuTgQXZT>
- ❖ To apply for **MSc Student: Banana** <https://forms.office.com/r/vDLMs9W2eK>

NB: Non-RSA citizens with work permit must attach certified copies as well as the names and particulars of three (3) traceable referees.

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.

