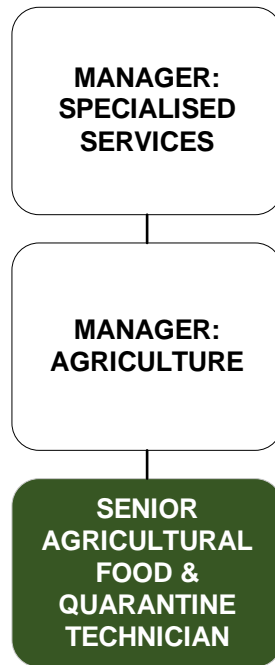


## Job Profile

PROFILE INFORMATION		
<b>JOB TITLE</b>	<b>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN</b>	
<b>JOB CLUSTER AND RANK</b>	(Assistant Commandant)	
<b>REGION/DIVISION</b>	<b>Agriculture</b>	
<b>LOCATION</b>	Port of Entry	
<b>MANAGER/SUPERVISOR</b>	<b>Assistant Manager: Agriculture</b>	
<b>SUPERVISION</b>	None	
<b>PEER RELATIONSHIPS</b>	OTHER AGRICULTURAL FOOD AND QUARANTINE TECHNICIANS	
<b>LIAISON</b>	<b>INTERNAL</b>	All Business Units
	<b>EXTERNAL</b>	Stakeholders (trade organizations, industries, private sector institutions, importers/exporters, legal representatives)

PURPOSE STATEMENT
To apply and enforce the relevant legislation, agreements and obligations to reduce and control phytosanitary, sanitary risks associated with plants, plant products and regulated articles as well as animal products.

## ORGANOGRAM



## DESCRIPTION

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<b>Application and enforcement of legislation and international agreements</b>	<ul style="list-style-type: none"> <li>Conduct inspections and make recommendations in terms of the appropriate actions.</li> <li>Conduct searches of passengers, motor vehicles, etc with regard to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines.</li> <li>Prohibition of the sale of imported and locally produced agricultural products that do not comply with the relevant legislative prescripts.</li> <li>Prohibition and detention of regulated agricultural products.</li> <li>Seize and confiscate non-compliant agricultural products.</li> </ul>	<b>40%</b>	

Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> <li>Handle consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees.</li> <li>Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities.</li> <li>Institute legal action for non-compliance.</li> <li>Attend and give evidence during court cases where necessary.</li> <li>Handle complaints, queries and enquiries from customers.</li> <li></li> </ul>		
<b>Advisory Services</b>	<ul style="list-style-type: none"> <li>Liaise with and provide advice to stakeholders (e.g. trade organizations, industries, private sector institutions, importers/exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards.</li> </ul>	<b>15%</b>	
<b>Administrative Services</b>	<ul style="list-style-type: none"> <li>Develop and maintain databases.</li> <li>Compile and submit the relevant reports and submissions as required.</li> </ul>	<b>15%</b>	
<b>Manage the provision of animal quarantine services</b>	<ul style="list-style-type: none"> <li>Manage the provision of animal quarantine services to limit the introduction of infectious diseases and to prevent their spread in South Africa.</li> <li>Ensure that animal quarantine services are conducted in accordance with applicable agricultural legislation, policies and international agreements and standards.</li> <li>Communicate with the relevant stakeholders, identify, and establish relevant forums</li> </ul>	<b>30%</b>	

### CAREER PATH

<b>Senior Agricultural Food and Quarantine Technician</b>	Assistant Manager: Agriculture	Manager: Specialised Services
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### MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> <li>An undergraduate qualification in Agriculture or related qualification at NQF level 7 as recognized by SAQA</li> </ul>
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### MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Experience	<ul style="list-style-type: none"> <li>• 3 years relevant experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• The Constitution.</li> <li>• Good governance and Batho Pele Principles.</li> <li>• Internal performance evaluation and reporting.</li> <li>• Government decision making processes.</li> <li>• Diversity Management.</li> <li>• Performance Management and Monitoring.</li> <li>• Public Service Regulations.</li> <li>• Government systems and structure.</li> <li>• Public Finance Management Act.</li> <li>• International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters.</li> <li>• Relevant legislation and regulations, norms and standards.</li> <li>• Export and import programs and their requirements.</li> </ul>
Professional registration or license requirements	<ul style="list-style-type: none"> <li>• None</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Flexibility in working hours will be required to meet demands of the role.</li> <li>• May be required to work overtime.</li> </ul>

### COMPETENCIES

VALUES	FUNCTIONAL	BEHAVIOURAL ATTRIBUTES (ENABLING)
<ul style="list-style-type: none"> <li>• Excellence</li> <li>• Integrity</li> <li>• Innovation</li> <li>• Patriotism</li> <li>• Professionalism</li> <li>• Teamwork and Collaboration</li> <li>• Vigilance</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate well and interact with people at different levels</li> <li>• Law enforcement</li> <li>• Problem-solving</li> <li>• Interpretation skills</li> <li>• Analytical skills</li> <li>• Report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Interpersonal skills</li> <li>• Influencing skills</li> <li>• Listening skills</li> </ul>

### SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate