

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.

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***The ARC-Agricultural Research Council (ARC- Infruitec, AP, OVR, VIMP, PHP, NRE, TSC, SG AND GC) seeks to appoint a highly skilled, experienced and dynamic person to the following positions at Western Cape Stellenbosch, Potchefstroom, Bethlehem, Nelspruit, and Pretoria, Irene, Silverton, Onderstepoort and Roodeplaat:***

### **FACILITY OFFICER: ASSET MANAGEMENT X1 (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

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## **ADMINISTRATION ASSISTANT: ASSET MANAGEMENT: X1 (SIX MONTHS (6) FIXED TERM CONTRACT)**

### ***Key Performance Areas:***

- Manage departmental assets effectively, efficiently, and economically.
- Conduct asset verification and identify obsolete, redundant and damaged items to ensure write-off and disposal.
- Take corrective action on unverified assets.
- Receive barcode and capture newly acquired assets.
- Arrange delivery of the purchased assets, barcoding, and ensure capturing of the location.
- Keep a register for the movement of assets and fully complete asset movement forms.
- Conduct monthly asset spot checks to ensure that the asset register is updated and kept accurate.
- Assist in resolving audit queries on assets.
- Ensure completeness and accuracy.
- Compliance with the asset management policy, adherence to the asset management reporting timelines and determined by the National Treasury.
- Assist in the preparation of quarterly and yearly asset disclosure note.

### ***Requirements:***

- A National Diploma in Finance or a related field.
- 1-year asset management experience.
- Proficiency in Ms Office Suite.
- A valid driver's license.



- Good communication skills.

**Enquiries for ARC- SG and GC:** Ms Nosipho Sipungela, Tel: (018) 299 6218

**Enquiries for ARC-VIMP and PHP:** Mr James Tooka, Tel 082 747 5540

**Enquiries for ARC-TSC:** Mr Andries Nkuna, Tel (013) 753 7142

**Enquiries for ARC-NRE:** Mr Poonyana Morule, Tel (012) 427 9888

**Enquiries for ARC-Infruitec:** Mr Maanda Nevhutanda, Tel (021)809 3301

**Enquiries for ARC-OVR:** Mr Feza Nxumalo, Tel (012) 529 9928

### **CLOSING DATE FOR APPLICATIONS: 16 JANUARY 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 South African citizens.

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.

#### **Facility Officer Asset Management at (ARC-GC) - Potchefstroom**

- ❖ Click on the link to apply <https://forms.office.com/r/jjCMKQ7gfk>

#### **Administration Assistant: Asset Management at (ARC-GC) - Potchefstroom**

- ❖ Click on the link to apply <https://forms.office.com/r/GqjSy2Wyyw3>

#### **Facility Officer Asset Management at (ARC- VIMP) - Roodeplaat and Rustenburg**

- ❖ Click on the link to apply <https://forms.office.com/r/yKTK7rGNuc>

#### **Administration Assistant: Asset Management at (ARC- VIMP) - Roodeplaat and Rustenburg**

- ❖ Click on the link to apply <https://forms.office.com/r/EXEqSyq0GA>





**Facility Officer Asset Management at (ARC-SG) - Bethlehem**

- ❖ Click on the link to apply <https://forms.office.com/r/w0RmvZz86H>

**Administration Assistant: Asset Management at (ARC-SG)- Bethlehem**

- ❖ Click on the link to apply <https://forms.office.com/r/8PCAtAg2>

**Facility Officer Asset Management at (ARC-API) - Irene**

- ❖ Click on the link to apply <https://forms.office.com/r/ryzJC22nhd>

**Administration Assistant: Asset Management at (ARC-API) - Irene**

- ❖ Click on the link to apply <https://forms.office.com/r/7T8nmjTLS5>

**Facility Officer Asset Management at (ARC-PHP)-Western Cape Stellenbosch**

- ❖ Click on the link to apply <https://forms.office.com/r/8PCAtAg2>

**Administration Assistant: Asset Management at ARC-PHP- Western Cape Stellenbosch**

- ❖ Click on the link to apply <https://forms.office.com/r/b6VACdR2MU>

**Facility Officer Asset Management at (ARC-TSC)-Nelspruit**

- ❖ Application must be e-mailed to: [HRITSC@arc.agric.za](mailto:HRITSC@arc.agric.za).

**Administration Assistant: Asset Management at (ARC-TSC)-Nelspruit**

- ❖ Applications must be e-mailed to: [HRITSC@arc.agric.za](mailto:HRITSC@arc.agric.za).

**Facility Officer Asset Management at (ARC-NRE)-Arcadia/Silverton**

- ❖ Applications must be e-mailed to : [SCWCV@arc.agric.za](mailto:SCWCV@arc.agric.za)



**Administration Assistant: Asset Management at (ARC-NRE)-Arcadia/Silverton**

- ❖ Applications must be e-mail to: [SCWCVCV@arc.agric.za](mailto:SCWCVCV@arc.agric.za)

**Facility Officer Asset Management at ARC-Infruitec-Western Cape**

- ❖ Applications must be e-mail to: [Infruiteccv@arc.agric.za](mailto:Infruiteccv@arc.agric.za)

**Administration Assistant: Asset Management at ARC-Infruitec-Western Cape**

- ❖ Applications must be e-mail applications to: [Infruiteccv@arc.agric.za](mailto:Infruiteccv@arc.agric.za)

**Facility Officer Asset Management at (ARC-OVR)-Onderstepoort**

- ❖ Applications must be e-mail applications to: [OVRCVCV@arc.agric.za](mailto:OVRCVCV@arc.agric.za)

**Administration Assistant: Asset Management at (ARC-OVR)-Onderstepoort**

- ❖ Applications must be e-mail to: [OVRCVCV@arc.agric.za](mailto:OVRCVCV@arc.agric.za)

**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 Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity. The company has the right not to appoint.

