

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-Institute for Fruit, Vine and Wine (ARC-Infruitec-Nietvoorbij) seeks to appoint a highly skilled, experienced and dynamic person to the following position-at Stellenbosch:

ASSETS CLERK

Key Performance Areas:

- Barcode new assets.
- Update location memos in Finance Asset Register.
- Perform quarterly fixed asset verification.
- Capture transfer of assets on asset structure.
- Assist with annual assessment of fixed assets conditions.
- Update asset acquisition, renewal movements, transfers, and disposals.
- Ensure proper filing system for future references.
- Any other *ad hoc* asset related matters.

Requirements:

- Diploma in Asset Management or equivalent.



- At least 2-3 years' experience.
- Driver's license.

Enquiries: Mr C Zwegelaar, Tel: (021) 809 3301 or Mr P Jacobs, Tel: (021) 809 3393

THE CLOSING DATE FOR APPLICATIONS: 30 MAY 2022

A 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 certificates, supporting documents, copy of driver's license and nationality. NB: Non-RSA Citizens/work permit holders must attach certified copies) as well as the names and particulars of three (3) traceable referees must be e-mail to Infruiteccv@arc.agric.za

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.

