

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and fosters 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 campuses 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-Natural Resources and Engineering (ARC-NRE) seeks to appoint highly experienced and dynamic persons to the following positions at Arcadia, Pretoria:***

### **RESEARCHER: ANALYTICAL SOIL CHEMISTRY -RE-ADVERTISEMENT**

**Salary (R479 675 - R719 514 p.a) all-inclusive remuneration package**

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

- Grow the Soil Science programme as a whole, and the Analytical Services unit in particular,
- Provide relevant soil chemical inputs to research projects and advise on a range of soil and other analyses,
- Project management and recruitment of funding in an agricultural and natural resource environment, both nationally and internationally,
- Monitoring and evaluation of analytical processes, and maintenance of scientific quality standards,
- Assist with acquisition and maintenance of research and analytical equipment, computers, peripherals and specialised software,
- Compile analytical reports for clients,
- Contribute to reporting research findings in scientific articles,
- Mentoring young scientists, technicians, postgraduate students and discharging duties in a multidisciplinary and multi-cultural research team.

#### ***Requirements:***

- PhD in Soil Science (specialising in soil chemistry) with a minimum of three (3) relevant peer-reviewed publications,
- Proven research background in a soil (or related) laboratory environment,



- Knowledge of a wide range of analytical instrumentation, including ICP-MS and ICP-OES,
- Experience of supervising and managing within research projects,
- Proven ability to secure national and international external research funding,
- Experience of SANAS accreditation procedure would be an added advantage,
- Good communication skills (written and verbal),
- Valid driver's licence (code 08/EB).

**Enquiries: Dr DG Paterson, Tel: 012 310 2500**

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## **BUYER: SUPPLY CHAIN MANAGEMENT**

**Salary (R307 442 - R461 159 pa ) all-inclusive remuneration package**

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

- Perform the Buyer function in Supply Chain Management, including processing of transactions in line with National Treasury regulations and ARC policies for purchase requisitions and issuing of purchase orders,
- Invitation of quotations, processing of orders and follow-up of all processes related to such,
- Handling of internal and/or external enquiries and communicating with all stakeholders and suppliers,
- Ensure timely processing of invoices and follow-up on outstanding payments,
- Assisting with international and contract procurement,
- Provide advice on the procurement of goods and/or services, including sourcing methods,
- Stock and warehouse management: receiving and issuing of stock, document tracking and follow-up of order batches for payment,
- Compile and submit reports as required.

### ***Requirements:***

- Bachelor's degree BCom/Btech or National Diploma in Supply Chain Management or Logistics, specifically in Sourcing, Supply Management or Purchasing Management,
- Knowledge and understanding of Supply Chain Management policies and procedures with at least 2-3 years' experience in public sector procurement,



- Experience with procurement and sourcing of goods and services of up to R500 000.00,
- Experience with tender processes, CIDB projects and capital equipment,
- Knowledge and understanding of the PFMA and related policies and regulations,
- Knowledge and understanding of procurement of maintenance services for various types of equipment,
- Knowledge and understanding of contract administration,
- A basic understanding of scientific research environments would be an added advantage,
- Ability to identify and resolve challenges in line with the policies and regulations,
- Ability to take initiative and work independently and/or with a team.

**Enquiries: Mr NB Majola, Tel: 012 310 2500**

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## **RESEARCH TECHNICIAN: ANALYTICAL SERVICES**

**Salary (R247 537 - R371 307 pa) all-inclusive remuneration package**

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

#### **Analytical and Diagnostic Services**

- Receive, register, final review of results and report on analyses,
- Invoicing on lab management system,
- Client liaison,
- Develop, evaluate, validate and implement test methods,
- Implement and update technical SOPs,
- Perform routine analysis on GC-FID and other essential oil analytical instruments,
- Calibrate and maintain lab equipment,
- Maintain / update lab book and document raw data,
- Plan activities as directed by work schedule,
- Do trouble shooting on equipment and procedures used,



- Train personnel and interns on different techniques,
- Maintain a clean work area and facilities.

#### **Quality Control**

- Maintain a quality control system and follow all procedures and SOPs accordingly,
- Write and update methods and validation documents,
- Monitor analytical standards,
- Verify or calibrate equipment as required.

#### **Laboratory Safety and Compliance**

- Ensure compliance with all OHS regulations,
- Adhere to GLP and good housekeeping in the lab.

#### **Requirements:**

- National Diploma or Bachelor's degree in Analytical Chemistry,
- 3 year's relevant lab experience in GC-FID or GC-MS analysis,
- Registration with relevant scientific organisation,
- Computer literacy and proficiency in MS Office suite,
- Good communication skills (written and verbal),
- Ability to work independently and be reliable.

**Enquiries: Ms Z Hlam, Tel: 012 310 2500**

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## **RESEARCH TECHNICIAN: ANALYTICAL SERVICES**

**Salary (R247 537 - R371 307 pa) all-inclusive remuneration package**

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

##### **Analytical and Diagnostic Services**

- Receive, register, final review of results and report on analyses,





- Invoicing on lab management system,
- Client liaison,
- Develop, evaluate, validate and implement test methods,
- Implement and update technical SOPs,
- Perform routine analysis on ICP-OES, ICP-MS, auto-analysers, CHNS, IC and other instruments,
- Calibrate and maintain lab equipment,
- Maintain / update lab book and document raw data,
- Plan activities as directed by work schedule,
- Do trouble shooting on equipment and procedures used,
- Train personnel and interns on different techniques,
- Maintain a clean work area and facilities.

#### **Quality Control**

- Maintain a quality control system and follow all procedures and SOPs accordingly,
- Write and update methods and validation documents,
- Monitor analytical standards,
- Verify or calibrate equipment as required.

#### **Laboratory Safety and Compliance**

- Ensure compliance with all OHS regulations,
- Adhere to GLP and good housekeeping in the lab.

#### **Requirements:**

- National Diploma or Bachelor's degree in Analytical Chemistry,
- 3 year's relevant lab experience,
- Registration with relevant scientific organisation,
- Computer literacy and proficiency in MS Office suite,



- Good communication skills (written and verbal),
- Ability to work independently and be reliable.

**Enquiries: Ms Z Hlam, Tel: 012 310 2500**

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## **RESEARCH ASSISTANT: ANALYTICAL SERVICES**

**Salary (R142 894 - R214 343 pa) all-inclusive remuneration package**

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

- Prepare plant and soil samples for analysis,
- Wash glassware and prepare for use,
- Clean, calibrate and maintain laboratory equipment,
- Maintain a clean work area and keep storeroom clean and tidy.

### ***Requirements:***

- Senior Certificate/ Matric,
- Minimum 1 year lab experience,
- Knowledge of OHS regulations,
- Computer literacy and proficiency in MS Office suite,
- Good analytical, report writing and organizational skills,
- Ability to take initiative,
- A valid driver's licence (code 08/EB) would be an added advantage.

**Enquiries: Ms Z Hlam, Tel: 012 310 2500**

**CLOSING DATE FOR APPLICATIONS: 02 DECEMBER 2022**

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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 licence and nationality - N.B. 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-mailed to [ISCWCV@arc.agric.za](mailto:ISCWCV@arc.agric.za)

A SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response within four (4) weeks of the closing date should 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.

