

# "BOTTEK PROMOTING HOUSEHOLD FOOD SECURITY NPC"

**REGION:** Botshabelo, Free State province

Forward application letters together with CV to **EMAIL:** masebotsa.lesoli@gmail.com or

**HAND DELIVER:** 549 Section H1 Botshabelo 9781 **CLOSING DATE** 20 July 2015

## **POSITION - SENIOR TRAINER**

**ANNUAL SALARY – R180 000**

### **RESPONSIBILITIES AND DUTIES:**

- Train Participants in Social Development with relevance to Food Security and Ubuntu Practices.
- Expose participants to
- Value Adding;
- Micro Enterprise and
- Collective Marketing

### **EDUCATION AND EXPERIENCE**

- BA in Public Administration or Education

### **Illustrated Career in**

- Marketing
- Strategic Planning
- Leadership Change Agent
- How to train Adults.
- Have a good command of the Sesotho Language.

## **POSITION - 1 OFFICE SECRETARY**

**ANNUAL SALARY – R84 000**

### **JOB SPECIFICATIONS/ RESPONSIBILITIES**

- General office administration and reception duties
- Provide administrative and clerical support to colleagues
- Minute taking during meetings
- Maintaining office systems and office and equipment
- Opening and locking up of offices daily
- Organizing and filing of paperwork and electronic information
- Photocopying and printing of documents for colleagues
- Entering invoices into database
- Send and receive faxes and distribute accordingly
- Distribution and filing of fleet log sheets

### **EDUCATION AND EXPERIENCE**

- Matric certificate or equivalent
- Minimum 2 years office administration experience
- Data capturing
- Research experience

### **PERSONAL ATTRIBUTES**

- Interpersonal skills
- Passionate
- Extremely self-driven
- Flexibility
- Willing to work long hours
- Interest in community development

## **POSITION - 1 OFFICE CLEANER**

**ANNUAL SALARY – R84 000**

### **JOB SPECIFICATIONS/ RESPONSIBILITIES**

- Upkeep of the office and office surroundings
- Dust and polish all office furniture and equipment
- Ensure toilets are clean at all times
- Ensure waste bins are emptied on a daily basis
- Ensure kitchen/eating area is clean at all times

### **EDUCATION AND EXPERIENCE**

- Grade 10 or equivalent
- Minimum 2 years' experience in the specific area

### **PERSONAL ATTRIBUTES**

- Passionate
- Extremely self-driven
- Flexibility

## **POSITION - 1 TRUCK DRIVER POSITION**

**ANNUAL SALARY – R83 330**

### **RESPONSIBILITIES/DUTIES**

- Ensuring that loads are correctly placed and are secure
- Driving vehicles to their destination and unloading according to site requirements
- Maintaining a log book with details of trips
- Comply with truck driving rules and regulations
- Carrying out routine vehicle checks

### **EDUCATION AND EXPERIENCE:**

- Proven working experience as a truck driver (least two years truck-driving experience)
- Have a code 14 drivers licence
- Possession of PDP is an added advantage
- Be reliable, punctual and self-motivated
- Have a good attitude and strong work ethic
- Display confidence in your ability.
- Willing to submit to background/drug checks and provide employment references
- Ability to drive long hours and travel regularly

This position would be suitable for someone from Botshabelo with knowledge of the area but some long-distance driving will also be required, so experience in this area is desirable. Knowledge of fatigue management practices would be an advantage.

## **POSITION – FOUR PEER FARMERS**

**ANNUAL SALARY – R90 000**

### **JOB SPECIFICATIONS/ RESPONSIBILITIES**

- Household Organic farming;
- Construction of Irrigation dams;
- Water harvesting;
- Construction of Keyhole gardens;
- Construction of double-dug trenches;
- Food preservation;
- Initiation and Implementation of community based projects;
- Liaising with local authorities;

### **EDUCATION AND EXPERIENCE**

- Matric certificate or equivalent
- Minimum 3 years practical experience in community work
- Experience in rural development (specifically organic agriculture and natural resources
- Knowledge of project management (community development knowledge an added advantage)
- Supported and Implemented community based projects

### **PERSONAL ATTRIBUTES**

- Interpersonal and emotional intelligence
- Passionate
- Extremely self-driven
- Interest and passion for human and community development
- Flexibility
- Willing to work long hours