



FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.

APPLICATION FOR THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x01, Glen, 9360 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen

SENIOR MANAGER: LEJWELEPUTSWA DISTRICT REF NO: SM/DC

SALARY: Level 13 - An all-inclusive package of R 819 126 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: LEJWELEPUTSWA DISTRICT: WELKOM
REQUIREMENTS: An appropriate recognized four year B Degree or equivalent qualification in Agriculture. A Master's degree will be an additional advantage. A proven track record of extensive experience in middle management and agricultural field. Valid driver's license (code B)
RECOMMENDATIONS: Knowledge of Agriculture. Good communication skills. Good writing and analytical skills regarding submissions and briefing notes

DUTIES: The successful candidate will assume responsibility for: Manage and implement all Agricultural Extension and Development Services in the District through the relevant Departmental Local Municipality Managers in order to ensure improved service delivery to the benefits of all clients of the Department. Manage and implement the District Veterinary Services, in accordance with the relevant legislation through the State Veterinarians and Animal Health to ensure animal and people safety in the District. Manage and implement the District Soil Conservation Services, in accordance with the relevant legislation through the Control Engineering Technician to ensure compliance to national programmes. Manage and implement the Food Security Programme in the District in accordance with the relevant frameworks through the Food Security Officer to ensure compliance with the relevant strategies and policies. Manage the Support Services in the District, i.e. Economic Services, Research, Engineering Services and Administrative Support Services to ensure efficient and effective service delivery. Provide inputs to provincial policies on all aspects relating to District service delivery and ensure implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Ensure that needs are established, prioritised and that human and capital resources are managed and channelled to satisfy the needs and to ensure that cost-effective and efficient services are provided on District level. Advise the General Manager: District Services on all matters relating to Agricultural Extension and Development as well as Veterinary Services in the District in order to ensure informed decision making and forward planning
ENQUIRIES: Dr T J Masiteng, Telephone: 051 861 8423
CLOSING DATE: 14 AUGUST 2015

SNR MANAGER: OFFICE OF THE HOD REF NO: SM/HOD

SALARY: Level 13 – An all-inclusive package of R 819 126 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
CENTRE: GLEN – OFFICE OF THE HOD
REQUIREMENTS: Appropriate 3 year Degree. Valid driver's license. A

minimum of 3 years relevant management experience.
RECOMMENDATION: Extensive knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of Provincial / National Government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Financial Management. Knowledge of Project Management.

DUTIES: Undertake policy or line function tasks as required: Execute research, analyze information and compile complex documents for the HOD. Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings such as FOHOD, MINMEC etc.. Compile memoranda as required. Scrutinize submissions / reports, make notes and recommendations to present to the HOD. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow-up and compile reports of a transverse nature for the HOD and advise/sensitize the HOD on reports to be submitted (for example by Provincial Departments, Municipalities, Components etc.) and Compile presentations and speeches for the HOD. Coordinate external strategic alliances between the office of the HOD and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions / information / documents required. Collect and compile information for the HOD with regard to issues that needs to be discussed. Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Compile the agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda; and Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Provide support to the Head of Department: Scrutinize documents to determine actions / information / documents required. Collect and compile information for the Heads of Department or Branches at National level with regard to issues that needs to be discussed. Record minutes / decisions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Compile the agenda of meetings chaired by the Heads of Department or Branches at National level and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Co-ordinate the performance agreements / assessments and financial disclosures pertaining to top management; and Coordinate parliamentary enquiries. Manage general support services in the office of the Head of Department: Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and manage the engagements of the Heads of Department or Branches at National level. Manage the resources of the Head of Department: Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments. Monitor expenditure and alert the HOD with regard to possible over- and under spending. Identify the need to move funds between items compile submissions for this purpose. Monitor and evaluate the performance of the Staff in the Office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. and oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES: Mr T Ndumo, Telephone number: 051 861 8747
CLOSING DATE: 14 AUGUST 2015

MANAGER: AQUACULTURE DEVELOPMENT CENTRE - OSD REFERENCE NO: MADC

SALARY: Level 11 – An all-inclusive package of R652 281 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance
CENTRE: GARIEP DAM: AQUACULTURE DEMONSTRATION CENTRE
REQUIREMENT: An appropriate four year degree preferable in the Agricultural / Aquaculture Sciences field. 3 – 5 years experience in the Public Service in Agriculture / Aquaculture
SKILLS: * Strategic thinking * Ability to communicate ideas and issues to a variety of audiences in a tactful, influential manner, verbally and in writing, informally & formally * Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity * Planning * Organizing * Analytical skills * Problem solving skills
DUTIES: Oversee and manage Agriculture Technology Demonstration Centre at Gariep Dam and provide assistance with regard to all aquaculture activities in the Department. Oversee and manage the day to day running of the Gariep Fish Hatchery including all maintenance and related issues. Oversee and manage the production / grow out section of the facility. Oversee and manage the operations in the research laboratories and ensure that the developed technology is transferred to all relevant stakeholders in and outside the department. Oversee and manage the coordination of training provided by the facility to all relevant stakeholders in and outside the department. Plan, manager and coordinate the resources of the Demonstration Centre to ensure effective and efficient utilization of resources, including management of performance of personnel falling under the facility. Participate in policy formulation, strategic and operational planning as well as budget planning and liaise with internal and external stakeholders in order to coordinate activities and to share relevant information.
ENQUIRIES: Dr T J Masiteng, Telephone number: 051 861 8423
CLOSING DATE: 14 AUGUST 2015

PROFESSIONAL SCIENTIST GRADE A- OSD (2 POSTS) REF NO: PS

SALARY: A basic salary between R444 921 and R682 080 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience and registration)
CENTRE: GARIEP DAM: AQUACULTURE DEMONSTRATION CENTRE
REQUIREMENTS: Science degree (BSc) (Hons) or equivalent qualification. Compulsory registration with SACNASP: 3 years post-qualification experience
DUTIES: Plan and design new research projects emanating from prioritized research needs to ensure that relevant and applicable research is conducted. Conduct scientifically accountable research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable aquaculture practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Provide scientific advice to support aquaculture research. Liaise with all relevant stakeholders in relation to aquaculture research activities, locally, nationally and internationally. Perform all administrative and related functions including compilation of reports as required (monthly, quarterly and annually), provision of basic inputs and proposals to functional policies, comply with the Public Service prescripts e.g. transport, supply chain, S & T etc, manage and control technical and related personnel and assets, give inputs for budget planning purposes and monitor and report on project budgets and expenditure.

ENQUIRIES: Ms Z Moloi, Telephone number: 051 713 0488
CLOSING DATE: 14 AUGUST 2015

SCIENTIFIC TECHNICIAN GRADE A - OSD REF NO: ST

SALARY: A basic salary between R222 150 and R 340 539 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience and registration)
CENTRE: GARIEP DAM: AQUACULTURE DEMONSTRATION CENTRE
REQUIREMENTS: Diploma in Science or equivalent qualification. Compulsory registration with SACNASP: 3 years post qualification experience
DUTIES: Run the hatchery on a day to day basis and oversee all hatchery related issues i.e. breeding, spawning and larval rearing. Render basic technical assistance in research projects for the development of more efficient aquaculture practices. Administer the maintenance of the necessary infrastructure in the hatchery. Perform all administrative and related functions which would include compilation of reports as required, controlling of assets, supervision of personnel and compliance with the Public Service prescripts. Render basic advice and disseminate technical information to applicable role players through handling of enquiries, practical demonstrations and provision of inputs with regard to publications as required.

ENQUIRIES: Ms Z Moloi, Telephone number: 051 713 0488
CLOSING DATE: 14 AUGUST 2015

AQUACULTURE SPECIALIST (3 POSTS) REF NO: AS

SALARY: Level 8 – A basic salary of R227 802 per annum
CENTRE: GARIEP DAM, AQUACULTURE DEMONSTRATION CENTRE
REQUIREMENTS: Appropriate BSc degree in Aquaculture. No experience required
DUTIES: Conduct adaptive research in order to optimise production and profits linked to aquaculture activities within the Department. Identify, compile and disseminate the latest subject specific developments (including technology, policy, regulations, legislation etc.) linked to aquaculture development in order to ensure ongoing improvement of capacity of internal and external stake holders. To render specialist scientific and technical advice on aquaculture to internal and external clients in order to support sustained aquaculture development. Perform administrative and related functions including compilation and submission of monthly and quarterly reports, mentoring of internal clients and compliance with the Public Service prescripts.
ENQUIRIES: Ms Z Moloi, Telephone: 051 713 0488
CLOSING DATE: 14 AUGUST 2015

AGRICULTURAL ADVISOR (4 POSTS) REF NO: AA

SALARY: Level 8 – A basic salary of R227 802 per annum
CENTRES: FEZILE DABI DISTRICT: PARYS
LEJWELEPUTSWA DISTRICT: VIRGINIA AND BOSHOF
THABO MOFTUSANYANA DISTRICT: PETRUS STEYN
REQUIREMENTS: Appropriate 4 years B Sc Degree or equivalent in Agriculture. Valid driver's license (code B). No experience required. Computer skills. Knowledge of extension methodology
DUTIES: Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development which would inter alia, entail the following: - Efficient methods of utilization of resources like soil, water, veld, money, etc. Demonstrations of farming/production methods. Present/organise farmers days, information sessions etc. Constant farm visits for impact assessment and problem identification. Source inputs from specialists as required. Provide scientific and technical inputs as required by clients and departmental staff. Provide clients with information concerning financial assistance. Provide technical support in terms of planning, advice and after care for organized

agriculture and other agricultural stakeholders which would, inter alia, entail the following: - Support the establishment of co-operatives, farmers associations, interest groups etc.; Source, interpret and disseminate relevant information on various subject areas e.g. industrial positioning, improvement of revenue, animal science, crop science etc. for perusal by seniors. Facilitate capacity building under guidance of more senior personnel by developing the relevant training material, presenting courses to farmers and other stakeholders. Facilitate the development and implementation of business plans. Provide technical support on Government funded projects (such as CASP, LRAD, etc.) and also assist with planning, advice and after care which would, inter alia, entail the following: - Mobilize groups to form entities or institutions. Facilitate the development and implementation of business plans. Promote sustainable production of Agricultural products which would, inter alia, entail the following: - Gather and analyze the relevant information in order to assist with identification of problem areas and prioritization thereof by e.g. conducting extension surveys etc. Facilitation of the identification of real and perceived needs. Establish structures to address the need identified. Promote the implementation of best practices, technologies and latest trends. Provide inputs for the identification and development of appropriated extension programs. Evaluate the success/effectiveness of production systems and programs and put measures in place to ensure ongoing improvement. Provide continuous support to ensure sustained production and improvement. Establish and enhance the relationship with clients and (internal and external) stakeholders. Involvement in research activities under guidance of seniors which would, inter alia, entail the following: - Determine the research needs of the area. Communicate those needs to the research component. Do adaptive research in order to enable farmers and other clients to utilize research results in practice. Evaluate the success of implementation of research results. Interpretation and communication of research data for farmers and other role players. Perform administrative and related functions which would, inter alia, entail the following: - Keep relevant databases up to date. Compile and submit monthly and quarterly reports. Provide inputs to the Operational Plan for the Unit. Supervise subordinated / Provide guidance to internal clients, co-workers etc. Comply with the Public Service Prescripts. Safe keeping of office (where applicable). Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service. This would, inter alia, entail the following: - Study technological advances and best practices to enable him / her to perform the extension function according to the required standards.
ENQUIRIES: Dr T J Masiteng, Telephone number: 051 861 8423
CLOSING DATE: 14 AUGUST 2015

MANAGER: EXTENSION (2 POSTS) REF NO: M/EXT

SALARY: Level 11 – An all inclusive salary package of R532 278 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
CENTRE: LEJWELEPUTSWA DISTRICT: WELKOM AND FEZILE DABI DISTRICT: SASOLBURG
REQUIREMENTS: Four year or three year qualification in Agriculture. At least 3 years experience in agricultural extension, training and / or Land Reform. * A valid driver's license

RECOMMENDATIONS: A formal qualification in Agricultural Extension or equivalent discipline will be an added advantage. Excellent interpersonal, communication as well as good verbal and writing skills. Managerial and organisational experience and the ability to work effectively under pressure with minimal supervision
DUTIES: Coordinate Extension services. Coordinate Land Reform process, including the rendering and editing of submissions to the District screening and provincial grants committee. Form partnership with other role players, including banking sector and other state department particularly in the land reform process. Lead the facilitation of technical after care to the land reform beneficiaries. Act as an official link to the Agricultural Extension, development, training, research and conservation competencies in the promotion of sustainable and economically viable farming systems for land reform beneficiaries in particular and the wider agricultural clientele in general. Represent the Department when required on issues of agricultural development. Maintain the appropriate database and information systems required by management. Manage resources. Ensure that approved projects linked to departmental funding is successfully implemented and funds are spend
ENQUIRIES: LEJWELEPUTSWA DISTRICT: Mr D Makena, Telephone: 057 9166 700. FEZILE DABI DISTRICT: Mr J Roberts, Telephone: 016 976 2003
CLOSING DATE: 14 AUGUST 2015

MANAGER: EXTENSION (2 POSTS) REF NO: M/EXT

SALARY: Level 11 – An all inclusive salary package of R532 278 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
CENTRE: LEJWELEPUTSWA DISTRICT: WELKOM AND FEZILE DABI DISTRICT: SASOLBURG
REQUIREMENTS: Four year or three year qualification in Agriculture. At least 3 years experience in agricultural extension, training and / or Land Reform. * A valid driver's license

RECOMMENDATIONS: A formal qualification in Agricultural Extension or equivalent discipline will be an added advantage. Excellent interpersonal, communication as well as good verbal and writing skills. Managerial and organisational experience and the ability to work effectively under pressure with minimal supervision
DUTIES: Coordinate Extension services. Coordinate Land Reform process, including the rendering and editing of submissions to the District screening and provincial grants committee. Form partnership with other role players, including banking sector and other state department particularly in the land reform process. Lead the facilitation of technical after care to the land reform beneficiaries. Act as an official link to the Agricultural Extension, development, training, research and conservation competencies in the promotion of sustainable and economically viable farming systems for land reform beneficiaries in particular and the wider agricultural clientele in general. Represent the Department when required on issues of agricultural development. Maintain the appropriate database and information systems required by management. Manage resources. Ensure that approved projects linked to departmental funding is successfully implemented and funds are spend
ENQUIRIES: LEJWELEPUTSWA DISTRICT: Mr D Makena, Telephone: 057 9166 700. FEZILE DABI DISTRICT: Mr J Roberts, Telephone: 016 976 2003
CLOSING DATE: 14 AUGUST 2015

ADMINISTRATIVE CLERK REF NO: AC

SALARY: Level 5 – A basic salary of R115 212 per annum
CENTRE: GLEN - OFFICE OF THE HOD
REQUIREMENTS: A grade 12 certificate or equivalent. No previous experience required
DUTIES: Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange traveling and accommodation. Keep and maintain the attendance register of the component. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash
ENQUIRIES: Mr T Ndumo, Telephone: 051 861 8747
CLOSING DATE: 14 AUGUST 2015

MANAGER: HUMAN RESOURCE ORGANISATION STRATEGY AND PLANNING REF NO: HRP

SALARY: Level 11 – An all-inclusive package of R 532 278 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
CENTRE: GLEN: HUMAN RESOURCE ORGANISATION STRATEGY AND PLANNING SECTION
REQUIREMENTS: Appropriate 3 year Degree in Human Resource Management or equivalent with relevant experience
DUTIES: Develop and implement human resource planning strategies and processes. Coordinate the development of the human resource plan. Manage and coordinate organizational design services. Conduct and facilitate job evaluation processes. Manage resources which include, inter alia: Training, mentoring and development, performance management, work allocation, etc.
ENQUIRIES: Mr T Ndumo, Telephone: 051 8618747
CLOSING DATE: 14 AUGUST 2015

MANAGER: SPECIALISED SUPPORT SERVICES REF NO: M/SSS

SALARY: Level 11 – An all inclusive salary package of R532 278 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
CENTRE: LEJWELEPUTSWA DISTRICT: WELKOM
REQUIREMENTS: 3 year Bachelors degree in Agriculture or equivalent qualification. Managerial and organisational experience and the ability to work effectively under pressure with minimal supervision. 3 – 5 year's supervisory experience
RECOMMENDATIONS: Knowledge of agriculture. Good communication skills and computer literacy. Good writing and analytical skills regarding submissions and briefing

notes. Relevant management experience. Sound knowledge of project management. Ability to perform under pressure
DUTIES: Plan, guide, organize, monitor and overall manage the activities related to the following sections within the District: Agricultural Economics; Research, Soil Conservation and Land Care; Agricultural Engineering and Project Management. Manage all resources and strategic plan activities of the Specialized Support Services on District level. Act as link between the District and Head Office regarding the activities of the Sections mentioned above and provides inputs on policy formulation, standards and objectives. Advise the Snr Manager on all matters pertaining to the Specialized Support Services on District level.
ENQUIRIES: Mr D Makena, Telephone: 057 9166 700
CLOSING DATE: 14 AUGUST 2015

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

APPLICATIONS FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO: Head: Cooperative Governance and Traditional Affairs, , P.O Box 211, Bloemfontein 9300 or delivered by Hand in the Box, provided at the entrance of Oliver Tambo House, Corner of Markgraaf and St Andrews Streets, Bloemfontein.

ADMINISTRATIVE OFFICER REF NO: COGTA 9/2015

SALARY: Salary level 7 basis salary of R195 177 per annum
CENTRE: BAROLONG BOO SELEKA, THABA NCHU
REQUIREMENTS: Grade 12 plus a valid driver's license plus 3 – 5 years appropriate experience in a similar environment. The prospective incumbent should be computer literate, have telephone etiquette, good interpersonal skills, must be able to travel and have the ability to work without supervision. The incumbent should also be knowledgeable and able to function within the traditional environment in which he or she is expected to operate.
DUTIES: The successful candidate will be expected to provide supervisory functions to the traditional councils in Thaba Nchu, Administer duties of personnel at the traditional councils, Collect monthly report forms from traditional councils, make an audit of material needs of council offices, Ask for quotations for catering and transport for directorate meetings with staff, He or she will be expected to serve as the paymaster and the latter will be expected to collect and deliver payrolls for traditional leaders and personnel. The incumbent will represent the council in meetings with stakeholders.
ENQUIRIES: Ms LM Bopalamo: Telephone: 051 407 6705
CLOSING DATE: 07 AUGUST 2015

ASSISTANT ADMINISTRATION OFFICER/ SECRETARY REF NO: COGTA 10/2015

SALARY: Salary level 6-A basic salary of R158 094 per annum.
CENTRE: DINKOENG, QWA QWA
REQUIREMENTS: Grade 12
DUTIES: The successful candidate will ensure the effective functioning of the office of the Traditional Council. Render various services to the community and handle all administrative matters related thereto, Render effective secretarial and administrative support services to meetings arranged by and/or for Traditional Council, Ensure and liaise with community members, government departments and NGO's, ensures successful implementation of community projects eg with regard to water, feeding, agriculture/ crops, HIV and AIDS, Home-based care and child care forums, projects involving the elderly etc.
ENQUIRIES: Ms LM Bopalamo: Telephone: 051 407 6705
CLOSING DATE: 07 AUGUST 2015