



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

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



FREE STATE PROVINCE

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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools."

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 x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen

CLOSING DATE: 29 MAY 2017

HEAD OF ACADEMICS & QUALITY ASSURANCE: GLEN COLLEGE (1 POST) REFERENCE NO: HA&Q

SALARY: Level 11 – An all-inclusive package of R657 558 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 COLLEGE OF AGRICULTURE

REQUIREMENTS: Master degree in Agriculture or any agricultural related field of study. MBA and/or Post Grad Teaching Qualification will be an added advantage. Vast experience and knowledge in total quality assurance management, policies and legislation in Higher Education and FET's Institutions. At least five years' experience in teaching, research and in management position.

COMPETENCY REQUIREMENT: Computer skills. Good knowledge of the subject field. Supervisory and management skills. Formal training and presentation skills.

DUTIES:

QUALITY PLANNING AND PROMOTION: Develop college annual quality assurance plan. Develop the college Quality Improvement Plan. Coordination of strategic planning sessions. Ensure that college policies and regulations academic, non-academic, administrative, human resources) are implemented and updated as required. Monitor and ensure that college facilities and resources are managed and maintained accordingly in order to meet the training needs of students and farmers. Ensure that institutional self-evaluation is conducted. Ensure that peer reviewed and student evaluation is conducted. Ensure compliance to college policies. Ensure the implementation of further education and training certification. Ensure the accreditation of all in service training. Compiles annual quality assurance plans and reports. Designs and implements student evaluation and peer review questionnaires every semester. **CURRICULUM AND STAFF DEVELOPMENT:** Implements academic plans by ensuring appropriate and effective curriculum development and revision relating to full time, part time courses and distance learning programmes as required by the industry and students. Ensure the development and design of higher and Further education & Training curriculum. Ensure the implementation of quality of further and Higher Education and Training curriculum courses. **STRATEGIC PLANNING, MONITORING AND EVALUATION:** Coordination of the college strategic plan. Develop annual institutional plan and reports. Development of Annual Operational plan. Compilation of Quarterly reports. Compilation Monthly reports.

COORDINATION OF ALL COLLEGE COMMITTEES AND PARTNERSHIPS: Liaise with all committee chairpersons. Serves as the chairperson of the College quality assurance committee and Board of Examiners. Ensure that all committees meet and reports as per the college quality assurance manual. Initiate partnerships on behalf of the college. Develop memorandum of understanding / memorandum of agreements in consultation with the college legal advisors. **GENERAL RESPONSIBILITIES:** Responsible for recruitment of academic staff and provides staff support, monitoring work performance and if necessary applying disciplinary procedures. Act as Registrar for the Glen College and manage all administrative and related functions. **QUALITY ASSURANCE:** To manage all ATI policies, total quality assurance, systems and procedures and accreditation of Higher Education and Training, and Further Education and Training

ENQUIRIES: Mr T M Ndumo, Telephone number 051 861 8747

MANAGER: FOOD SECURITY AND COORDINATION (1 POST) REFERENCE NO: MFS

SALARY: Level 11 – An all-inclusive package of R657 558 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: FARMER SUPPORT AND DEVELOPMENT

REQUIREMENTS: Appropriate 4 years B Sc Degree or equivalent in Agriculture. Valid driver's license (code B). At least 3 – 5 years' supervisory experience

DUTIES: Provide advisory services on the implementation of integrated food security strategies and programmes. Coordinate the implementation of Ilima Letsema Conditional Grant (Food Security, FEA, Hlasela tlala ka Diratswana). Ensure compliance with the conditions of the grants. Develop policy and guidelines criteria to ensure the smooth running and implementation of Ilima and food security programmes. Liaise with key relevant stakeholder (internal and with regard to food security) Administer the implementation of the Ilima Letsema Conditional Grant. Perform and manage administrative and related functions, which would, inter alia, entail the following:- Compile and submit monthly and quarterly reports. Provide inputs to the Operational Plan for the Unit. Manage and control personnel, budgets and assets. Develop, implement and maintain databases.

ENQUIRIES: Dr T J Masiteng, Telephone number: 051 861 8243

ADMINISTRATIVE CLERK (1 POST) REFERENCE NO: AC/HOD

SALARY: Level 5 – A basic salary of R152 862 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: Ms D Ranoto, Telephone number: 051 861 8363

LABOUR RELATIONS OFFICER (1 POST) REFERENCE: LRO

SALARY: Level 8 – A basic salary of R281 418 per annum

CENTRE: GLEN: HUMAN RESOURCES MANAGEMENT

REQUIREMENTS: Recognized three year degree/ diploma in Labour Law/ Labour Relations or equivalent qualification. Conducting misconduct investigations. Handling of grievances. Conciliation and arbitration experience

RECOMMENDATION: Thorough knowledge of legislation governing the Public Service with emphasis on the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, etc. Computer literacy. Training skills. Good verbal and written communication skills Good interpersonal skills Valid drivers licence. Willingness to work after working hours. Ability to work under pressure

DUTIES: Assist with the development of labour relation policies. Coordinate/ conduct investigation on misconduct and grievance cases to advise appropriately thereon. Advise management on all labour relations matters in order to minimize unfair labour practices Represent the Department in bilateral discussions with organized labour unions Perform and manage administrative and related functions

ENQUIRIES: Mr G Norval, Tel number: 051 861 8751

SECURITY MANAGER (1 POST) REFERENCE NO: SEC MAN

SALARY: Level 11 – An all-inclusive package of R657 558 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: SECURITY SERVICES

REQUIREMENTS: An appropriate Bachelor's degree or equivalent qualification

COMPETENCY REQUIREMENT: Ability to work independently to analyse problem areas and to initiate corrective measures. Experience in policy development. Experience in respect of security management. Valid driver's licence and willingness to travel on a regular basis. Good communication skills. Good writing and analytical skills regarding submissions and briefing notes. The ability to do presentations on security matters

DUTIES: The successful candidate will assume responsibility for: Monitor and give advice on the total security function which include personnel, documentation, physical communication, etc. and identify risks, threats to the security and vulnerabilities in the department. Develop and facilitate the implementation of a departmental security policy, render advice thereon and devise security measures and procedures in line with the policy. Run a security awareness programme in the Department and advise management about security implications of management decisions. Monitor the extent of adherence / compliance to the security policy and measures which include – ensuring that officials with access to sensitive information are vetted, - the introduction of corrective / disciplinary steps, - administration of vetting applications. Liaise with NIA for advice, assistance and information regarding information security and submission of reports on incidents of security breaches and / or leakages of sensitive information, for investigation. Liaise with SAPS about physical security needs / problems to ensure effective security, e.g. key control, access control, etc. Take responsibility for the implementation of MISS. Perform and manage administrative and related functions, which would, inter alia, entail the following:- Compile and submit monthly and quarterly reports. Provide inputs to the Operational Plan for the Unit. Manage and control personnel, budget and assets.

ENQUIRIES: Mr T M Ndumo, Telephone number 051 861 8747

ENGINEERING TECHNICIAN (1 POST) REFERENCE NO: ET

SALARY: A basic salary of between R274 440 and R338 253 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: MANGAUNG METRO: BLOEMFONTEIN

REQUIREMENTS: National Diploma in Civil Engineering. Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician. A valid driver's licence

TECHNICAL COMPETENCIES: Project management. Technical design and analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing

GENERIC COMPETENCIES: Problem solving and analysis. Decision making. Creativity. Team work

DUTIES: Render technical services under supervision:- Assist Engineers, Technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing standard drawings and procedures to incorporate new technology; Produce plans with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions:- Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development:- Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; and Follow approved programme of development for registration purposes

ENQUIRIES: Mr B Strauss, Telephone number: 051 861 8338

CONTROL ANIMAL HEALTH TECHNICIAN (1 POST) REFERENCE NO: CAHT

SALARY: Level 10 – A basic salary of R417 552 per annum

CENTRE: THABO MOFUTSANYANA DISTRICT: QWA QWA

REQUIREMENTS: National Diploma in Animal Health. Registration with the SA Veterinary Council. A valid driver's licence. Six years appropriate experience (post-qualification experience)

RECOMMENDATIONS: Broad knowledge of animal diseases and legislation. Broad knowledge of disease control, prevention and eradication. Personnel management, evaluation and liaison

DUTIES: Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis which would,

inter alia, entail the following:- Vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax). Collection of specimens, examination and dispatch of samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals. Inspections of livestock for the presence of controlled and notifiable diseases. Campaigns and other activities aimed at eradicating the spread of animal diseases. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would, inter alia, entail the following:- Inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies. Assist in obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. Manage extension services on animal health to animal owners, which would, inter alia, entail the following:- Determine needs of farmers and communities. Determine interventions required to address the needs; Implement the required interventions; Establish and enhance the relationship with clients and (internal and external) stakeholders. 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 Animal Health support service. This would, inter alia, entail the following:- Study technological advances and best practices in the field of animal health to enable him / her to perform the Animal Health support function according to the required standards; Perform and manage administrative and related functions, which would, inter alia, entail the following:- Compile and submit monthly and quarterly reports. Provide inputs to the Operational Plan for Animal Health Unit. Provide inputs to contingency plans for Animal Health Unit. Manage and control technical and related personnel, budgets and assets. Develop, implement and maintain databases.

ENQUIRIES: Dr K Mojapelo, Telephone No 051 4363677

CLEANER (8 POSTS) REFERENCE NO: CLEANER

SALARY: Level 2 – A basic salary of R90 234 per annum

CENTRE: THABO MOFUTSANYANA DISTRICT: LINDLEY, LADYBRAND, FICKSBURG

GLEN: FACILITIES MANAGEMENT

XHARIEP FISH HATCHERY

FEZILE DABI DISTRICT: PARYS AND SASOLBURG

KROONSTAD VETERINARY LABORATORY

REQUIREMENTS: ABET Training. No experience required.

RECOMMENDATION: Basic numeric and literacy.

DUTIES: Provisioning of cleaning services. Cleaning offices corridors, elevators and boardrooms by: dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: cleaning of basins and wash and keep stock of kitchen utensils. Cleaning the restrooms by: refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipments. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners, etc.) and equipment after use. Request cleaning materials.

ENQUIRIES: Thabo Mofutsanyana District: Mr G Madiba, Telephone number: 058 7130236

Glen: Ms D Masiteng, Telephone number: 051 861 8399

Xhariep Hatchery: Ms Z Moloi, Telephone number: 071 870 3439

Fezile Dabi District: Ms M Mmutle: 016 9762003

Kroonstad Vet Lab: Ms E Mkhobo: 051 4363677

ADMINISTRATIVE CLERK (7 POSTS) REFERENCE NO: AC

SALARY: Level 5 – A basic salary of R142 461 per annum

CENTRE: FEZILE DABI DISTRICT: ANIMAL HEALTH (SASOLBURG), VENTERSBURG, SASOLBURG

THABO MOFUTSANYANA DISTRICT: KESTELL, FOURIESBURG

GLEN: STRATEGIC COMMUNICATION

LEJWELEPUTSWA DISTRICT: WELKKOM

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: Ms N P Msibi, Telephone number: 051 861 8633

GROUNDSMAN (1 POST) REFERENCE NO: GROUND

SALARY: Level 2 – A basic salary of R90 234 per annum

CENTRE: THABO MOFUTSANYANA DISTRICT: FOURIESBURG

REQUIREMENTS: ABET. No experience required.

RECOMMENDATION: Ability to read and write

DUTIES: Maintain premises and surroundings: Clean premises and surroundings. Empty dirt bins. Maintain the garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipments and tools: Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.

ENQUIRIES: Mr G Madiba, Telephone number: 058 713 0236

SECURITY GUARD (10 POSTS) REFERENCE: SECG

SALARY: Level 3 – A basic salary level of R107 886 per annum

CENTRE: GLEN: SECURITY SERVICES

REQUIREMENTS: Grade 12 or Grade 10 with experience in security services or related services

RECOMMENDATIONS: Knowledge of the access control procedures. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures

DUTIES: Perform access control functions which include the following Determine whether visitors have appointments / or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents/cards as required. Escort visitors to relevant employees/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Ensure that unauthorised persons and dangerous objects do not enter the building / premises. follow-up on incidents. Ensure safety in the building and the premises. This will include the following: Undertake building/premises patrols to identify and check – that doors are locked or unlocked as required; water leaks

that taps are closed; fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alert emergency services and Departmental management. Ensure that equipment, documents and stores do not leave or enter the building or premise unauthorised. This will include the following tasks: Complete or ensure that the registers to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building / premises unauthorized. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Ensure all incidents regarding security breaches are recorded in the occurrence books / registers

ENQUIRIES: Mr T Ndumo, Telephone number: 051 861 8747

ANIMAL HEALTH TECHNICIAN (3 POSTS) REFERENCE NO: AHT

SALARY: Level 8 – A basic salary of R281 418 per annum

CENTRE: FEZILE DABI DISTRICT: PARYS, VILJOENSKROON

LEJWELEPUTSWA DISTRICT: BOSHOFF

REQUIREMENTS: National Diploma in Animal Health. Registration with the SA Veterinary Council as Animal Health Technician. A valid driver's licence Code08

DUTIES: Plan and implement disease control measures, which would, inter alia, entail the following: Administer vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax). Collect specimens, examine and dispatch samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction advancement, sample collection and law enforcement, which would, inter alia, entail the following: Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. Provide extension services on animal health to animal owners, which would, inter alia, entail the following: Determine the needs of farmers, communities through liaison with them. Initiate meetings, gatherings and farmers days for the promotion of animal health and production. Do presentations at extension programs, farmers' days, etc. Perform administrative and related functions which would entail the following: Populate databases and registers. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan for Animal Health Unit

ENQUIRIES: Dr K Mojapelo: Telephone nr: 051 436 3677

AGRICULTURAL ECONOMIST (1 POST) REFERENCE NO: AE

SALARY: Level 8 – A basic salary of R281 418 per annum

CENTRE: XHARIEP DISTRICT: TROMPSBURG

REQUIREMENTS: Appropriate Hons Degree or equivalent qualification with Economics and / or Agricultural Economics as major subjects. No experience required. Valid driver's licence

RECOMMENDATION: Computer skills. Negotiation skills. Knowledge of economic and financial analytical techniques. Statistical skills.

DUTIES: Continuous in-depth study / research of developments / patterns / trends in farm management or marketing. Analyse / identify economic questions / challenges in a specific environment / situation (specific districts / areas, a specific industries, specific events / circumstances) pertaining to legislation / strategy / policy / initiatives / interventions: Environmental scanning. Monitoring and evaluation of the impact of threats and opportunities (variables / non-variables). Consultation with stakeholders. Performing feasibility and viability studies. Undertake / conduct analysis, apply, adapt and / or develop models based on the current situation to forecast / project possible scenarios. This will entail, inter alia, the following: - identify and prioritize the opportunities and threats (variables / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future – local and international) on opportunities and threats (variables / non-variables) in relation to specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Compile the final output e.g. reports, position papers, information documents, policy documents, populated databases, etc. Provide advice to internal & external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment. Develop and evaluate business plans through, inter alia: Conduct project appraisals. Conduct viability and feasibility studies. Mobilize human resources for implementation of projects. Oversee the execution of projects (on farm / enterprise level) by extension officers: Evaluate existing farm / enterprise systems. Decide on appropriate economic business model. Perform gap analysis to determine applicable interventions to achieve desired outcome. Measure level / extent of success throughout the course of the project. Monitoring and evaluation of the impact on project beneficiaries. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia, the following: Benchmarking, Methodologies, Partnerships and inter-sectoral collaboration (nationally & internationally). Perform certain administrative and related functions which would, inter alia entail the following: - Give input towards policy. Provide inputs for budget planning. Compile and submit reports. Guidance to internal clients, co-workers etc. Participate in developing the annual work plan. Comply with the Public Service prescripts and departmental policies. Develop, implement and maintain databases.

ENQUIRIES: Dr R Awumey, Telephone number: 051 8618435

LABORATORY ASSISTANT (1 POST) REFERENCE NO: LAB

SALARY: Salary Level 4 – A basic salary of R127 851 per annum

CENTRE: KROONSTAD VETERINARY LABORATORY

REQUIREMENTS: Grade 12 or equivalent qualification. No experience required

DUTIES: Prepare samples for the determination of i.e. chemical residues, pH, EC, Mycology etc. which would, inter alia, entail the following:- Labelling of samples; Collection / taking samples for preparation (i.e. blood, water, soil, tissue); Preparation of sample material by e.g. weighing, drying, cutting etc.; Preparation and staining of smears; Preparation of media (eliza kits); Preparation of stains, buffers and reagents; Storage of samples; Packing and/or transport samples; Assist in decontamination and disposal of used samples; Removal of waste. Perform routine analysis of samples under mentorship/supervision of senior personnel which would include inter alia the following: Visual inspection and collection of infected; Material if applicable; Perform extractions and basic analyses of samples Perform bacterial isolations and confirmatory tests; Assist in routine identification of various types of pests/diseases (including bacteria, parasites, etc.); Record analyses results. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Maintain tidiness of laboratories; clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock: - Daily care of animals (i.e. cleaning of water troughs and adding health treatments to feed); Moving animal between camps; Report unhealthy animals, mortalities and have post mortems done. Perform administrative and related functions, which would, inter alia, entail the following: - Inventory control of equipment and consumables for equipment; Record keeping and updating of identified registers (i.e. Registration book, Sample referral; Samples received, records of results, inventory of standards, reagents and chemicals); Assist with invoicing of analyses; Comply to health and safety regulations

ENQUIRIES: Dr P Kitchoff, Telephone number: 051 4363677

DEPUTY MANAGER: FINANCE (2 POSTS) REFERENCE NO: DM/FIN

SALARY: Salary level 9 – A basic salary level of R334 545 per annum
CENTRE: GLEN: FINANCIAL AND MANAGEMENT ACCOUNTING DIRECTORATE (SALARIES AND FINANCIAL CONTROL)
REQUIREMENTS: NQF 6 or equivalent. LOGIS / BAS Training plus 6 yrs experience
RECOMMENDATIONS: Knowledge and understanding of Financial Management environment. Management of resources. Knowledge of policies / implementation strategies. Knowledge of Financial Management Legislation / Directives. Knowledge of the BAS / LOGIS / PERSAL System. Knowledge of related policies, directives and legislation.
DUTIES: Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service: Salaries (Payments, Deductions etc.); Tax (payment to SARS, calculation of Tax payable etc.); Debt; Bookkeeping (Clear edger accounts, Capture BAS Payments, Journals and Reports)Banking; Revenue (Cashier); Budget (Capture Budget, Virement, Adjustment Budget on BAS etc). Address financial management enquiries to ensure the correct implementation of financial Management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/ reconciliations of PERSAL / BAS/ PMG-Accounts on financial management issues. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management practices / policies. Management of human resources which include, inter alia: Training and development of officials; Performance Management; Work allocation. Authorise transactions on LOGIS / BAS/ PERSAL according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre's) Prepare in-depth complex reports on financial management issues and statistics.
ENQUIRIES:Mrs F Claassen, Telephone number: 051 8618713

SUPPLY CHAIN PRACTITIONER (2 POSTS) REFERENCE: SCP

SALARY: Level 7 – A basic salary of R226 611 per annum
CENTRE: GLEN: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT AND CONTRACT MANAGEMENT AND SCM PERF)
REQUIREMENTS: Grade 12/ NQF equivalent. LOGIS / BAS Certificate. 3 years relevant experience.
DUTIES: Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management service for example: * Personnel development * Performance and discipline * Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service * Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.) * Assets (Disposals) * Loss Control * Demands * Acquisitions. Address supply chain management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practises and policies. Approve transactions on LOGIS / BAS according to delegations.
ENQUIRIES: Ms M Bonokoane, Telephone Number: 051 861 8488

STATE ACCOUNTANT (1 POST) REFERENCE NO: SA

SALARY: Level 7 – A basic salary of R226 611 per annum
CENTRE: GLEN: FINANCIAL AND MANAGEMENT ACCOUNTING (FINANCIAL CONTROL)
REQUIREMENTS: Grade 12 / NQF equivalent. LOGIS / BAS Certificate. 3 years relevant experience
RECOMMENDATIONS: Knowledge of LOGIS System. Knowledge of the relevant Supply Chain Management. Legislation / Directives. Knowledge of LOGIS / BAS and PERSAL. Knowledge of related policies, directives and legislation
DUTIES: Supervise the activities of the State Accounting Clerks to contribute to the rendering of a financial administration service for example: Personnel development. Performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes in the department to contribute to the rendering of a professional Financial Management Service.Salaries (Payments, Deductions etc.). Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). Address financial management enquiries to ensure the correct implementation of financial management practises. Inform, guide and advice Department/personnel on financial management matters to enhance the correct implementation of financial management practises and policies. Approve transactions on LOGIS / BAS/ PERSAL according to delegations. (Authorisation should happen on a higher level preferable at level 9)
ENQUIRIES: Ms F Claassen, Telephone number: 051 861 8713

REGISTRY CLERK (1 POST) REFERENCE NO: RC

SALARY: Level 5 – A basic salary of R152 862 per annum
CENTRE: GLEN: STRATEGIC COMMUNICATION
REQUIREMENTS: A grade 12 certificate or equivalent.
DUTIES: Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mailfiles. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES: Ms Z Leputla, Telephone number: 051 861 8799

FARM AID (1 POST) REFERENCE NO: FA

SALARY: Level 2 – A basic salary level of R90 234 per annum
CENTRE GLEN: FACILITIES MANAGEMENT
REQUIREMENTS: Basic literacy and numeracy (ABET level 2)
DUTIES: Perform routine activities in respect of crop production through inter alia the following:- Irrigation of crops, soil cultivation and preparation e.g. cleaning, houghing, etc. Apply chemical crop protection e.g. operate a knapsack, reaping, grading, weighing, packing and storage of farm produce, daily tending of crops/orchards/vineyards e.g. pruning, weeding etc. Perform routine activities in respect of livestock through inter alia the following:- Care for sick livestock, dipping, vaccination & dosing, assist with calving, lambing, hatching etc., count livestock, shepherding, moving, weighing of livestock, slaughtering, culling, weighing, milking, mixing of feeds, stacking and storing of fodder and feeds, feeding, milking, cleaning of water troughs for livestock. Perform general routine activities which would include inter alia the following:- Cleaning of facilities, disposal of farm waste material, provide water supply for livestock and farm buildings, care for equipment e.g. cleaning, oiling, sharpening etc., fire fighting and prevention, opening of springs, troughs and unblocking of drains, loading / off loading. Perform general routine activities in respect of infrastructure which would include inter alia the following:- Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.
ENQUIRIES: Ms D Masiteng, Telephone number, 051 861 8365

RESEARCH ASSISTANT (2 POSTS) REFERENCE NO: RA

SALARY: Level 4 – A basic salary level of R127 851 per annum
CENTRE GLEN: RESEARCH (ANIMAL SCIENCE)
REQUIREMENTS: Grade 10 (ABET level 4) plus 2 Years on farm experience
DUTIES: Perform research specific (according to project plan) activities in respect of research subjects (animals/plants) which would include inter alia the following:- Taking, processing, packaging of samples. Drying of samples. Determine moisture loss in samples. Safekeeping of research equipment. Preparation of research equipment/facilities. Record data (quantity, weight, size, quality etc.). Perform general maintenance activities in respect of research subjects (animals/plants) which would include inter alia the following:- Planting. Soil cultivation and preparation e.g. cleaning, houghing, etc. Irrigation of crops. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Daily tending of crops/ orchards/vineyards e.g. pruning, weeding etc. Watering of livestock. Care for sick livestock. Dipping, vaccination & dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving weighing of livestock. Slaughtering, culling. Weighing, milking, mixing of feeds. Stacking and storing of fodder and feeds. Feeding. Milking. Cleaning of water troughs for livestock. Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Care for equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading/off-loading. Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system. Perform administrative tasks which would include inter alia the following:- Updating of registers. Daily record keeping. Keep time sheets on work performed by casuals
ENQUIRIES: Mr S van der Merwe, Telephone number, 051 861 8379

LIBRARY ASSISTANT (1 POST) REFERENCE NO: LA

SALARY: Level 3 – A basic salary level of R107 886 per annum
CENTRE GLEN: LIBRARY SERVICES
REQUIREMENTS: GRADE 12
DUTIES: HANDLE THE LIBRARY MATERIAL EXCHANGE SYSTEM. Check in new material received from Preparation Section. Prepare for library material exchange visits. Issue material to libraries. Check-in returned material. MAINTAIN THE LIBRARY COLLECTION. Select and sort returned items for repair. Check and replace Book Identification Cards, barcodes and other labels as necessary. Shelve library material and perform self-reading. Process books with magnetic tattle-tape strips. HANDLE ADMINISTRATIVE SUPPORT SERVICES. Prepare and receive monetary value accounts. File and dispatch correspondence to libraries. Attend to library enquiries. Distribute library stationary. Capture statistical information from libraries. Identify and report faults on office equipment. Process the procurement of library resources
ENQUIRIES: Ms L Mojanaga, Telephone number: 051 861 8368

IT TECHNICIAN (1 POST) REFERENCE NO: IT

SALARY: Level 7 – A basic salary of R226 611 per annum
CENTRE: THABO MOFUTSANYANA DISTRICT: QWA QWA
REQUIREMENTS: SN Certificate plus an appropriate certificate in IT (PC Technologies)
RECOMMENDATIONS: A Good understanding of network management. Good communication and interpersonal skills. The ability to identify and correct general problems that may occur with PC's, printers, application software and network infrastructure.
DUTIES: Implement and installation of ITC equipment, which will include the carrying, setup, installation and testing of new and existing equipment. The documentation, monitoring, troubleshooting of network infrastructure. Managing backups and supporting information and financial systems.
ENQUIRIES: Ms S Moshodi, Telephone number: 051 861 8364

SNR ADMIN OFFICER (1 POST) REFERENCE NO: SAO

SALARY: Level 8 – A basic salary of R281 418 per annum
CENTRE: MANGAUNG METRO: THABA NCHU
REQUIREMENTS: 3 years tertiary qualification Relevant administrative experience, i.e. Supply Chain Management, Financial Management, Budget administration, Transport administration
DUTIES: Provide financial administration support to the District, with entails inter alia, the following: Compile the annual budget for specified programmes in the District. Exercise expenditure control to ensure the effective utilization of funds for all programmes (Voted) and compile and submit monthly reports. Handles all matters pertaining to the shifting of funds for Voted programme in the District. Follow up audit queries to supply the Manager with the required information. Monitor monthly private telephone accounts to ensure timely collection and paying in of amounts. Responsible for the handling of all matters pertaining to the traveling and accommodation arrangements for officials in the District to ensure coordinated and cost effective traveling as well as handling of subsistence and travel claims. Responsible for the Paymaster functions in the District. Render supply chain management support services to the District, which entails inter alia, the following: Obtain quotations and complete the request forms / submissions for ordering stationary / equipment, including requests for petty cash. Responsible for submitting invoices and verifying delivery of items before payments. Acts as Verified Logis User in the District and approve all requisitions on the system. Acts as Loss Control Liaison Officer to report all losses in the District to the Loss Control Officer. Acts as Sub Inventory Controller to control all the equipment in the District. Liaise with service providers to ensure the maintenance of equipment (Facsimile, photocopy machine, etc.). Render general support services to the District which inter alia entails the following: Responsible for the handling of all personnel related enquiries in the District. Responsible for the management of GG and Subsidized transport in the District, including monthly expenditure and vehicle status reports as well as monthly vehicle inspections. Responsible for facilities management functions in the District, including the reporting of maintenance requests in the District to Head Office, if and when required. Responsible gardening, cleaning and registry services in the District. Manage messenger services from District office to Head Office (Bfn) and other offices. Conduct information sessions in the District on all HR, Finance, Transport and SCM related matters as and when required. Provide day to day guidance and on the job training to officials in the District. Responsible for all inventory levels e.g. stationery, cleaning material and effective distribution of inventory within District Office and Ward Offices in the District. Take overall control of all resources in the Unit, which will entail inter alia the following: Manage all HR, Finance, SCM, Transport, Registry, Garden maintenance and Cleaning services in the District Head Office and Ward offices. Provide inputs for budget planning and policies as and when required. Provide guidance to internal and external clients. Develop an annual workplan for the Administration Unit. Develop Performance and Development Plans for all officials in the Administration Unit and ensure that bi-annual assessments are done on time. Render secretarial support to the Performance assessment for the district. Provide technical support/advise to all Admin/Ward Clerks in the Ward Offices of the District. Comply and ensure correct implementation of all Public Service prescripts and departmental policies.
ENQUIRIES: Ms T Mokone, Telephone number, 051 8751160

ASSISTANT SKILLS DEVELOPMENT OFFICER (1 POST) REFERENCE NO: ASDO

SALARY: Level 8 – A basic salary of R281 418 per annum
CENTRE: GLEN: HUMAN RESOURCES MANAGEMENT
REQUIREMENTS: Relevant 3 year Degree / Diploma in HR / HR Development. Valid driver's license
DUTIES: Assist with the compilation the Annual Work Place Skills Plan of the Department and submit for approval in accordance with the stipulated time-frames. Co-ordinate the implementation of the WSPS, including the drafting of the necessary submissions, in the Department through liaison with FSTDI, NSG & other service providers. Assist with the implementation of CIP and liaise with the Department of the Premier and NSG to ensure nomination of official and submission of information as & when required by all relevant stakeholders. Keep HRD Database linked to skills programmes, interns and bursaries up to date. Administer part-time bursaries in the Department and liaise with all relevant role-players in this regard
ENQUIRIES: Ms C Lombaard, Telephone number, 051 861 8738

SCIENTIFIC TECHNICIAN GRADE A – B (1 POST) REFERENCE NO: STECHN

SALARY: A basic salary of between R274 440 and R338 253 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 GLEN: RESEARCH (RANGE AND FORAGE UNIT)
REQUIREMENTS: Diploma in Science or equivalent qualification. Registration with SACNASP as a professional is recommended. Post qualification experience in Crop Production will be an added advantage
TECHNICAL COMPETENCIES: Programme and project management. Knowledge of legal compliance. Computer-aided scientific applications. Data analysis. Scientific Methodologies
GENERIC COMPETENCIES: Analytical skills. Planning and organising. Problem solving and analysis. Decision Making. Creativity
DUTIES: Develop and implement methodologies, policies, systems and procedures:- perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies policies, systems and procedures; identify gaps and develop appropriate interventions; preparation for and participation in research activities data collection through field surveys; and maintenance, calibration and operation of scientific equipment. Provide technical support and advice:- (i) develop working relations with client base; promote public awareness of scientific activities; and provide technical / scientific data, information and advice. To perform technical scientific analysis and regulatory functions:- preparation of data and routine interpretation; database and data management; analysis of technical scientific data; dissemination of information apply the appropriate scientific and technical procedures / skills to generate information and knowledge; formulate proposals and compile reports; and develop and customize operational procedures
Research and development:- continuous professional development to keep up with new technologies and procedures; conceptualise and development of scientific equipment; research / literature studies to improve expertise; publish and present technical reports and research findings; and liaise with relevant bodies / councils on technology-related matters
Human capital development:- mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; supervise technical support and processes; and manage the performance management and development of staff
ENQUIRIES: Mr I Venter, Telephone number, 051 861 8377

SUPPLY CHAIN CLERK (1 POST) REFERENCE NO: SCC

SALARY: Level 5 – A basic salary of R152 862 per annum
CENTRE: GLEN: SUPPLY CHAIN MANAGEMENT (ACQUISITION SERVICES)
REQUIREMENTS: Grade 12 or NQF equivalent
RECOMMENDATIONS: Knowledge of SCM, Logistics, Store and Inventory Management. Computer literacy in Microsoft Office. Ability to work under pressure
DUTIES: Implement and administer Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the Department to contribute to the rendering of a professional Supply Chain Management Services: * Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.) * Assets (Disposals) * Loss Control * Demands * Acquisitions. Address Supply Chain Management enquiries to ensure that correct implementation of supply chain management practices.
ENQUIRIES: Ms M Bonokoane, Telephone Number: 051 861 8488

CONTROL VETERINARY TECHNOLOGIST (1 POST) REFERENCE NO: CVT

SALARY: Salary level 10 – A basic salary level of R417 552 per annum
CENTRE: BLOEMFONTEIN VETERINARY LABORATORY
REQUIREMENTS: National Diploma in Veterinary Technology or equivalent qualification. Registration with the South African Veterinary Council. Valid driver's license (code B). 6 years experience. Managerial and supervisory skills. Computer skills. Quality management skills
DUTIES: Undertake more advanced Veterinary Laboratory Diagnostic testing, which would, inter alia, entail the following:- Receive, collect, register, and process specimens; Analyse and interpret laboratory diagnostic test readings; Use approved methods and techniques to carry out diagnostic tests; Review and verification of test results.Undertake more advanced Veterinary Laboratory Diagnostic testing, which would, inter alia, entail the following:- Receive, collect, register, and process specimens; Analyse and interpret laboratory diagnostic test readings; Use approved methods and techniques to carry out diagnostic tests; Review and verification of test results. Coordinate and supervise the activities of the Veterinary Technologists in the Laboratory, which would, inter alia, entail the following:- Allocate responsibilities to Veterinary Technologists and oversee analysis done; Analyse and interpret laboratory diagnostic test readings; Provide advice on the results of the diagnostic tests; Disseminate information to the public, farmers, and organized agriculture on the results of diagnostic tests and types of diagnostic tests available; Develop and implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered. Ensure that Veterinary Technologists populate data bases with the latest information (e.g. LIMS) to provide national and provincial veterinary statistics, which would, inter alia, include the following:- Verify captured diagnostic data with testing reports; Report back on diagnostic and related data as and when required; Compile monthly and annual statistical reports. Act as Quality Control Officer for the Laboratory, which would, inter alia, include the following:- Compile Standard Operating Procedures; Implement approved Standard Operating Procedures in accordance with applicable quality management system; Ensure day-to-day adherence to Quality Control measures; Review Quality Control Manuals on a regular basis and update when necessary; Train Veterinary Technologists to apply Quality Control measures to ensure compliance in support of continued Laboratory accreditation; Ensure adherence to occupational health and safety regulations; Ensure that supervisees are up to date with the latest technological developments in this field. To perform all administrative and related functions which would include, inter alia, the following:- Manage and control technical and related personnel; Monitoring of expenditure and providing inputs into the budget planning process; Stock control of the Laboratory; Control and maintenance of laboratory equipment, including calibration; Ensure compliance with Public Service prescripts and departmental policies; Compile and submit monthly and quarterly reports; Provide inputs to the Operational Plan for Veterinary Laboratories; 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 Veterinary Diagnostic laboratory service, through: Studying professional journals and publications to ensure that cognizance is taken of new developments; Keeping abreast of the latest developments in Veterinary Diagnostic technologies.
ENQUIRIES: Dr K Mojapelo, Telephone number: 051 4363677

AGRICULTURAL ADVISOR (1 POST) REFERENCE NO: AA

SALARY: Level 8 – A basic salary of R281 418 per annum
CENTRE: THABO MOFUTSANYANA DISTRICT: FOURIESBURG
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. Compulsory registration with SACNASP is required.
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

SENIOR HUMAN RESOURCE OFFICER (1 POST) REFERENCE NO: SHRO

SALARY: Level 7 – A basic salary of R226 611 per annum
CENTRE: GLEN: HUMAN RESOURCES MANAGEMENT
REQUIREMENTS: Grade 12 / NQF equivalent plus 3 years experience and Persal Training
COMPETENCY PROFILE: Knowledge and understanding of Human Resource Management environment. Management of resources. Knowledge of policies/ Implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Knowledge of the Persal System
DUTIES: Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service for example: * Personnel development * Performance and discipline * Ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. * Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, allowances etc.) * HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) * Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practises. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practises/ policies. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics.
ENQUIRIES: Mr T Ndumo, Telephone number: 051 861 8747

AGRICULTURAL ADVISOR (30 POSTS) CONTRACT APPOINTMENT FOR 3 YEARS REFERENCE NO: AA

SALARY: Level 8 – A basic salary of R281 418 per annum
CENTRE: KHARIEP DISTRICT: Bethulie (2 posts), Koffiefontein (1 post), Jacobsdal (1 post), Garijepdam (1 post), Springfontein (1post), MANGAUNG METRO: Thaba Nchu (1 post), Botshabelo (1 post), Bloemfontein (1 post), Dewetsdorp (1 post), Van Stadensrus (1 post), Wepener (1post)
LEJWELEPUTSWA DISTRICT: Brandfort (1 post), Hoopstad (1 post), Wesselsbron (1 post), Hertzogville (1 post), Ventersburg (1 post), Virginia (1 post)
THABO MOFUTSANYANE: Rosendal (1 post), Clarens (1 post), Thaba Phatswa (1 post), Arlington (1 post), Petrus Steyn (1 post), Vrede (1 post)
FEZILE DABI: Villiers (1 post), Cornelia (1 post), Parys (1 post), Vredefort (1 post), Heilbron (1 post), Viljoenskroon (1 post)
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. Compulsory registration with SACNASP is required.
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