

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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.

- APPLICATIONS** : All applications must be forwarded to: Private Bag x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Gielie Joubert Street, Glen
- FOR ATTENTION** : Ms S Hlekiso Tel No: 051 - 8618736
- CLOSING DATE** : 25 January 2019
- NOTE** : 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.

MANAGEMENT ECHELON

- POST 01/14** : **SNR MANAGER: LEJWELEPUTSWA DISTRICT REF NO: SM/1 (X1 POST)**
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive package). 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 B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Agriculture. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B). Recommendations: Advanced Project Management skills. Proven Strategic Management & Leadership Skills. Advanced communication / presentation skills. Advanced People Management -, Change Management - and Financial Management skills.
- DUTIES** : 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 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. Advise the General Manager: District Services on all matters relating to Agricultural Extension and Development in the District in order to ensure informed decision making and forward planning. Plan, manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the District to ensure effective and efficient utilization of resources. Participate on management level in strategic and operational planning for the District in order to ensure that goals and objectives are reasonable and attainable, and that reporting against the Strategic Plan takes place.

ENQUIRIES : Dr T J Masiteng Tel No: 051-861 8423

OTHER POST

POST 01/15 : **MANAGER: EXTENSION REF NO: MEXT/2 (X1 POST)**

SALARY : R697 011 per annum (Level 11) (An all-inclusive package). 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 REQUIREMENTS : Glen: Farmer Support
: Appropriate 4 year Agricultural Degree (NQF 7). Compulsory registration (or proof of application) with SACNASP or any other professional body. Valid driver's license (code B). 6 years appropriate experience. Recommendations: Advanced computer skills. Advanced communication / presentation skills. Knowledge of extension methodology, project planning and management (project management skills).

DUTIES : Coordinate, facilitate and ensure compliance with implementing of ERP Programme. Develop and implement capacity building programmes for extension staff. Facilitate grant support for agricultural development projects. Develop implementation plans and guidelines. Monitor and support smart pen users to ensure effective and efficient use of equipment and system. Monitor and manage implementation of AIMS. Perform all administrative and related functions: i.e. Give inputs towards policies, Keep abreast of latest national and international quality developments, prescripts, policies and procedures. Compile and submit relevant reports as required. Comply with Public Service prescripts and Departmental policies. Ensure customer satisfaction. Provide inputs into budget planning process. Manage resources (human, finance, assets, etc).

ENQUIRIES : Dr T J Masiteng Tel No: 051-861 8423