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: 09 September 2019

NOTE: Applications must be submitted on formZ.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 element(s) 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 30/321: DISTRICT PROJECT DIRECTOR: LEJWELEPUTSWA DISTRICT REF NO: DIR/LD

SALARY: R1 057 326 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


DUTIES: Provide human resource administration services. Manage the coordination of HR utilization and development programmes. Manage and facilitate human resource planning, strategy and systems. Manage and facilitate the provision of labour relations services. Manage and facilitate the provision of employee wellness and programmes. Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfill its role in
delivering a service to the communities / clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e. Auditor General, DPSA, etc.). Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level 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 Masieng Tel No: (051)-861 8423

POST 30/322 : DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT
REF NO: DIR/HR

SALARY : R1 057 326 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 : Glen: Human Resources

REQUIREMENTS : An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Human Sciences / Management / Public Administration. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B) Recommendation: Analytical & research skills (Advanced). Leadership Skills. Communication/presentation skills (advanced). People management -. Change Management - & Financial Management skills. Project management skills.

DUTIES : Provide human resource administration services. Manage the coordination of HR utilization and development programmes. Manage and facilitate human resource planning, strategy and systems. Manage and facilitate the provision of labour relations services. Manage and facilitate the provision of employee wellness and programmes. Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfill its role in delivering a service to the communities / clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e. Auditor General, DPSA, etc.). Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

ENQUIRIES : Mr T M Ndumo Tel No: (051) 8618747

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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 this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS : Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein.

NOTE : 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, driver's license, identity document and a CV.
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. 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.

CLOSING DATE : 06 September 2019

MANAGEMENT ECHELON

POST 30/323 : CHIEF FINANCIAL OFFICER REF NO: PW 19/22

SALARY : R1 189 338 per annum (Level 14) (An all-inclusive package). The remuneration package consists of a basic salary (70%), the Employer 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 : An appropriate postgraduate tertiary qualification in Accounting or Financial Management with proven managerial experience and designation as Chartered Accountant with SAICA; Extensive knowledge of and experience in Public Service financial management; Excellent written and verbal communication skills; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

DUTIES : Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensuring that the financial resources and assets of the department are utilized effectively and economically to realize the objectives of the strategic plan. Ensuring that all conditional grants and donor funds where appropriate are properly managed and financial reports prepared. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the department, legislative imperatives and good governance arrangements. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Overseen the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of the supply chain management system consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard. Assist with the implementation of the Division of Revenue Act. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and related corporate governance matters.

ENQUIRIES : Mr ME Mohlahlo, Acting Head of Department Tel No: (051) 492 3766)