ANNEXURE R

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, Giellie Joubert Street, Glen.

FOR ATTENTION: Ms S Hlekiso, Tel No: (051) - 8618736

CLOSING DATE: 16 September 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.

ERRATUM: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT: Kindly note that the post of Director: District Project Director; Lejweleputswa District with Ref No: DIR/LD advertised in Public Service Vacancy Circular 30 dated 23 August 2019, the duties are amended as follows:

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, 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. Advice the Chief Director: Project Management Coordination and Implementation on all matters relating to Agricultural Extension and Development in the District in order to ensure informed decision making and forward planning. Pan, 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: Ms M Ramabenyane Tel No: (051) 861 8678

MANAGEMENT ECHELON

POST 31/84
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) Recommendations: 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 fulfil 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 HEALTH

CLOSING DATE
20 September 2019

NOTE
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates
will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 31/85 : HEAD CLINICAL DEPARTMENT: PLASTIC AND RECONSTRUCTIVE SURGERY REF NO: H/H/6
Applicants might be required to enter into a commuted overtime contract.

SALARY : R2 161 416 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : MBCHB Degree. A minimum of 3 years’ experience post-speciality qualification. Valid registration with the Health Professions Council of South Africa as a Medical Specialist in Plastic & Reconstructive Surgery. Valid code 8 driver’s license. Knowledge And Skills: Evidence of professional standing, e.g. membership of professional organizations. Management qualifications e.g. MBA, diploma in business or equivalent qualification. Experience in Management. A good research track record.

DUTIES : All activities related to the management of the Department of Plastic and Reconstructive Surgery. Function as a Head of cost centre. Teaching, training and research of undergraduates and post-graduates. Maintaining accreditation with HPCSA & OHSC. Management of Outreach & support. Perform all functions as directed by the Head of Clinical Services.

ENQUIRIES : Dr. R Nathan Tel No: (051) 405 3496
APPLICATIONS : To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered at HR Offices, Room 1091, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
FOR ATTENTION : Mr M J Baleni

POST 31/86 : MONITORING AND EVALUATION SPECIALIST REF NO: H/M/10

SALARY : R376 596 per annum. (Level 09)
CENTRE : Mangaung Metro District
REQUIREMENTS : Recognized 3-year Degree/Diploma relevant to Health or Social Science or in Commerce or any other related field plus 3-5 years’ functional experience of which 2 years must be on supervisory level. Must have a valid driver’s license with experience in driving to be able to travel within the District. Knowledge and Skills: Knowledge of data use, data triangulation and target as well as understanding measurements of routine data (accuracy is essential) and strategic planning Experience in health data collection and management systems is an added advantage. Facilitation, leadership, report writing, analytical, problem solving Strategic Planning, training, good communication and interpersonal skills. Patience as well as highly enthusiastic attitude. Knowledge of data security/confidentiality as well as being able to understand the Health Information Policy. Computer literacy. Working knowledge of Microsoft Excel.

DUTIES : Implement the District Monitoring and Evaluation Policy and implement Strategy (in line with the National and provincial framework). Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes provision of information sessions and/or advice to managers, senior managers, inclusive of resource/verification documents as required by the Auditor General. Monitor and report on the performance of the Department in relation to the following: Outcome based Provincial Plan. Implement M&E contextual framework for the directorate /district that will support data collection, data management systems and reporting process for all the levels of care as well as knowledge of key data quality indicators. Provide leadership and guidance to Information Management: District performance, information reliability, accuracy and completeness as well as the development of data quality, monitoring tools and implementation thereafter. Identify and provide support to district and program
managers with operations, research and program evaluation activities. Implement M&E training program that will improve data quality and use for the department staff members at all levels of care as well as performance tracking indicators. Provide M&E technical oversight to information management and M&E activities in the relevant districts and facilities. Provide M&E training needs of all relevant staff at the districts and levels of care to ensure implementation of effective mechanisms for institutionalism (performance monitoring and evaluation and reporting in all the facilities).

**ENQUIRIES**

Me. N J Ramarou-Makhoali
Tel No: (051) 403 9715

**APPLICATIONS**

To Be Send To: The District Manager, Mangaung Metro, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**

Mr T A Mokoqo