

**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 appointment of members to the Glen College Advisory Board and candidates whose appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications, 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. Email: cpswarts17@gmail.com
- CLOSING DATE** : 28 November 2025
- NOTE** : Nominations for candidates/Applications must be accompanied by a comprehensive curriculum vitae, accurately detailing the qualifications, copies of academic qualifications, professional membership (if applicable), relevant experience and the identity document. Applicants must clearly indicate the reference number of the Advisory Board that is being applied for on the covering letter of the application. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following an invitation from the Department to attend an interview, and such qualifications and other related document(s) should be in line with the requirements of the advertisement. 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 emailed 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). Dual citizenship holder must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please consider your application as unsuccessful. The Department reserves the right not to make any appointment(s). 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. Glen College of Agriculture under the Free State Department of Agriculture and Rural Development is an institution of Higher Learning that facilitates and provides structured agricultural education and training in line with Agricultural Education and Training (AET) strategy. The Glen College executes its mandate within the prescripts of the Higher Education Act 101 of 1997, which requires that the institution should appoint members to serve on the Glen College Advisory Board.

OTHER POST

- POST 42/192** : **GLEN COLLEGE ADVISORY BOARD: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: FSGCB 07/11/2025**
(Three years from 01 December 2025 until 30 November 2028)
Re-advertisement, Candidates who previously applied do not have to re-apply. The Glen College of Agriculture hereby invites nominations/applications for the positions of six (6) external advisory board members who will be serving on the Glen College Advisory Board and Advisory Board sub-committees on a part-time basis.
- SALARY** : Glen College Advisory Board sitting (inclusive of preparation) in accordance with Treasury Regulations Section 20.2.3. Subsistence and travelling allowances when attending College Advisory Board activities and meetings will be paid by the Department in accordance with the applicable guidelines.
- CENTRE** : Glen College of Agriculture
- REQUIREMENTS** : The nominee / applicant must have suitable experience or expertise. Diversity and demographics of South Africa shall be taken into consideration during the

selection process. Moreover, the below categories will be considered in order to cater for the three Advisory Board sub-committees i.e. Human Resources and Ethics Committee, Finance and Audit Committee and a Senate Committee. Candidates will be recruited from the following categories: Individuals who hold a PhD degree in Agriculture or in Education with a minimum of ten (10) years' working experience in governance structures of academic institutions and must be currently working in an Institution of Higher Learning. Individuals who hold a minimum of a degree in Accounting or Finance or Economics or Auditing or Business Administration. Individuals with extensive farming experience or an active role player in the agricultural sector or Glen College alumni. In addition, applicants/nominees must be permanent residents of the Free State Province and be a fit and proper person. Two candidates will be selected under each of the three categories. Thus two Advisory Board members will serve in each of the three sub-committees.

DUTIES

: The College Advisory Board will direct, guide and advise on the following: The implementation and revision of the Glen College of Agriculture strategy to ensure execution of strategic goals as approved by the MEC through Head of Department of Agriculture and Rural Development; Matters concerning the College but fall within the powers of the Executive Authority; Agricultural training and fundraising strategy of the College to the Department; Creation of conducive learning and teaching environment for the academic programmes of the College; Ensuring that the College operates within a national mandate and also reflect regional diversity by responding to unique agricultural production imperatives; Ensures that the College establishes Committees; Ensures involvement of students in the governance and operations of the College; Monitor and evaluate use of funds and resources to ensure prudent utilization in accordance with PFMA; Ensure development of strategic, operations, and risk management plans; Ensure monitoring and evaluation of strategic, operations, and risk management plans; Ensures the development and offering of academic programmes in line with standards set by different academic bodies; Ensures that the College keeps a database of all registered learners/beneficiaries; Ensures that the College register all qualified diplomats and graduates to the National Learners Register of SAQA; Ensure that the College keeps a traceability record of all learners registered or previously registered with the College; Advise the Department on appointment of Principal; Recommend approval of policies and strategic plan of the College to the Department; Report quarterly to the Chief Director and HOD; Advise on the development of business models for the College to be financially viable and self-sustainable; Advise on the development of a marketing strategy; Promotion of good governance and accountability; and Promotion of intergovernmental relationships.

ENQUIRIES

: Mr C Swarts at 083 406 9787

NOTE

: Members of the Advisory Board will be appointed either (1) in their personal capacities (2) to represent their relevant organizations and must broadly represent South African Society. Confirmation of the availability of the nominee is also required. Preference will be given to candidates whose appointments will enhance representativity.

DEPARTMENT OF HEALTH

CLOSING DATE

: 28 November 2025

NOTE

: Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 representativity in line with the numerical targets as contained in our Employment Equity Plan

MANAGEMENT ECHELON

<u>POST 42/193</u>	:	<u>CHIEF EXECUTIVE OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Bongani Regional Hospital Ref No: H/C/8/2025 (X1 Post) Mofumahadi Manapo Regional Hospital Ref No: H/C/9/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field as recognized by SAQA. Minimum of 10 years experience in public health sector. At least 5 years' experience at a middle/senior managerial level or Employment Equity EEA, DDA. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ , prior to finalisation of appointment, is a requirement for all SMS positions. 138 The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: https://www.thensg.gov.za/trainingcourse/sms-preentry-programme/ . All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and a proven track record in all major aspects of management within a healthcare environment. Inherent requirements of the job: Valid driver's license. Willingness to travel across the province as required. Competencies (knowledge/skills): Strong corporate management skills within a health service environment. Policy implementation and guidelines development. Strong business orientation with the proven skills and ability in the financial management of health services. Open-minded and the ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to think fast, decisively and appropriately to rapidly changing situations. Adaptive leadership capabilities. High level of computer literacy, with proficiency in MS Word, Excel, Access, PowerPoint, internet-based applications, and email communication.
<u>DUTIES</u>	:	Plan, direct, co-ordinate, manage Health Care and Administrative support service effectively and efficiently as an integral part of the health service delivery in the area served by the hospital. Represent the hospital authoritative at Provincial and Public Forums. Prepare a Business Plan for the hospital to ensure that is in line with the departmental strategic plan. Plan, co-ordinate and ensure the effective and efficient overall management of the hospital in terms of relevant acts and delegation. Human Resource Management. Procurement and Management of equipment and facilities. Corporate Governance. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure health, safety, welfare of patient and quality improvement. Ensure comprehensive compliance with standards to provide quality care. Serve on various internal and external committees, and

ENQUIRIES
APPLICATIONS

provide input into the development of Provincial policy and strategy on the provision of health/medical care.
Dr GM London Tel No: (051) 408 1846
Applications to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

OTHER POST

POST 42/194

ASSISTANT MANAGER: PNA7(PHC) REF NO: MMD/ P/01/2025

SALARY
CENTRE
REQUIREMENTS

R755 355 per annum
Mangaung Metro District
Diploma/Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC, post basic qualification of Clinical Nursing Science, health assessment, treatment and care (PHC), a minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional nurse. Atleast 6 years of the period referred above must be appropriate /recognizable experience after obtaining the 1year post basic qualification, at least 3 year of the period referred to must be appropriate/recognizable experience at Management level. Proof of working experience endorsed by HR (submitted only when shortlisted). Valid driver's license. Skills and Knowledge: Driving Skills. Verbal and written communication, time management, good interpersonal relations. Ability to work under pressure and deliver within tight deadlines, travelling extensively and work extra hours, strong ability to build and work as a team member, computer literacy, strong management and leadership. Coordinate, monitor and analyses data quality assessment. Knowledge of financial management.

DUTIES

Support re-engineering of Primary Health Care to promote access to quality health care service. Implement the assessments, compliance and attainment of ideal clinic status for all facilities in the Local Areas. Monitor performance of key priority programs according to APP and AOP targets. Management of key priority programs. Work as part of a multi-disciplinary team to ensure good quality of care across all disciplines. Perform quality improvements audits and surveys and report Senior Management and multidisciplinary health team. To monitor and evaluate delivery of quality of health care within the Facilities. Provide advice on various aspects of quality care within the entire district. Provide monthly reports to supervisors and Senior Management. Monitor clinical and non-clinical on regular basis to ensure compliance to processes. Represent the entire district at the Provincial Quality, Finance and key priority program forums.

ENQUIRIES

Mr WA Maletle, Assistant Manager: Admin and Support, Cell: 0832712534.
Email: MaletleWA@fshealth.gov.za

APPLICATIONS

Applications to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS

applications for the Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

CLOSING DATE
NOTE

28 November 2025
Directions to applicants: Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being

considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will not be accepted.

OTHER POSTS

POST 42/195 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: PWI 25/39 (X1 POST)**

SALARY : R468 459 per annum (Level 09)

CENTRE : Bloemfontein

REQUIREMENTS : A three-year Bachelor's degree or equivalent NQF level 7 qualification with Risk Management, Auditing/ Internal Auditing as a major and valid driver's license. 2-3 years' experience in Risk Management, Auditing/ Internal Auditing. Valid driver's licence with exception of persons with disabilities. Experience in the development and implementation of Risk Management systems/strategies Experience of Risk Management soft-ware. Practical experience in a risk management services.

DUTIES : To supervise and implement the risk management framework in the organisation. Participate in the development of the risk management framework. Implement the risk management plan. Support the establishment of the risk management philosophy and culture in the organisation. Advocate and promote risk management in the organisation (awareness activities). Risk maturity – data gathering and quality review. Capacity building (training and development). Develop and maintain stakeholder and client relationships. Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). Supervise the capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. Facilitate the identification of risks. Analysis of risks. Risk evaluation. Risk response. Compile risk profile (ensure and maintain risk register). Compile reports as required. Monitor and review the identified risk response activities. Monitoring the implementation of the progress of activities to address risks as agreed on. Revising risk response activities. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr PT Tshitannye, Tel No: (051) 492 3844

APPLICATIONS : Email address: e-recruitmentfspwi03@fsworks.gov.za

POST 42/196 : **INTERNAL AUDITOR REF NO: PWI 25/40 (X2 POSTS)**

SALARY : R325 101 per annum (Level 07)

CENTRE : Bloemfontein

REQUIREMENTS : A degree in Auditing/Accounting or equivalent NQF 7 qualification. Good understanding of the audit process and audit approaches. Good communication (verbal and written) skills. Effective report writing. Computer literacy. 3 years Internal Audit experience. Registration with the IISA and/or knowledge of Teammate will serve as an advantage.

<u>DUTIES</u>	:	Assist the audit managers in the development of audit plans. Execution of the audit programmes on control and governance processes associated with the activities under review. Participate in entrance and exit conference meetings. Compilation of adequate audit working papers as well as review of junior officials' work. Perform audits of the department in accordance with the audit methodology. Documenting field work on audits. Assisting in ensuring effective and efficient audits by keeping time records. Execute compliance audits. Prepare and present reports on compliance audits. Conduct follow up audits. Summarise audit findings and develop conclusions on audit findings for presentation to clients. Supervise and transfer auditing skills to Internal Auditors.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Mocwaledi Tel No: (051) 492 3817
	:	Email address: e-recruitmentfspwi02@fsworks.gov.za
<u>POST 42/197</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: MUNICIPAL SERVICES – UTILITIES DIVISION REF NO: PWI 25/41 (X3 POSTS)</u> Directorate Operational Property and Housekeeping
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Bloemfontein
	:	NQF 4 (Grade 12 or equivalent). No previous experience required. Computer literacy. Good verbal and written communication skills. Planning and organization skills.
<u>DUTIES</u>	:	Render general clerical support services: Ensure the processing of property rates payment. Monitor and reconcile debtors register and PASTEL to ensure correct monthly rental invoicing. Capturing monthly rental invoices on the PASTEL system in line with the signed lease agreements. Request BAS report on a weekly basis to confirm payments received. Allocation of cash receipts on PASTEL system as reflected on BAS report. Compiling debtor's reconciliations between PASTEL and BAS based on payments received. Liaising with the relevant departmental Salary sections to ensure that all PERSAL deductions are correctly implemented in line with signed stop orders. Follow up on outstanding debt in terms of the approved debtors Management and write off in terms of Debt policy.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Du Plessis Tel No: (051) 410 7517
	:	Email address: e-recruitmentfspwi@fsworks.gov.za
<u>POST 42/198</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: CONTRACT ADMINISTRATION – DEBTORS SECTION REF NO: PWI 25/42 (X1 POST)</u> Directorate Operational Property and Housekeeping
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Bloemfontein
	:	NQF 4 (Grade 12 or equivalent). No previous experience required. Computer.
<u>DUTIES</u>	:	Provide financial administration support services within rates and taxes component: Handling accounts of Eskom, water Boards, Municipalities and other suppliers. Advice and report to management regarding the state of services accounts. Monitor expenditure. Check payment documents with spreadsheet which is developed internally. Request outstanding invoices from the suppliers at least 10 working days before due date. Ensure the monthly reconciliation of municipal accounts in respect of service accounts. Prepare payment batches for processing on BAS and LOGIS. Capture approved payment batches on BAS and LOGIS. Ensure the sound management and control of the services accounts. Accruals and payables for disclosure of financial statements. Ensure the allocation of budgets to correct items, request allocation for the following year and adjustment budget.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Ndenze Tel No: (051) 410 7541
	:	Email address: e-recruitmentfspwi@fsworks.gov.za
<u>POST 42/199</u>	:	<u>SECRETARY: DIRECTOR: STRATEGIC PLANNING REF NO: PWI 25/43</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Bloemfontein
	:	Applicants must be in possession of an appropriate NQF 4 but preferably a Post Matric qualification. Secretarial and typing experience. Knowledge of telephonic etiquette. Records Management and Office administration. Language skills and the ability to communicate well with people at different

levels. High level of reliability. Basic written communication skills. Computer literacy. Sound organizing skills. Good people skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES

: Receives telephone calls and refers the calls to the correct role players if not meant for the Director. In the process the jobholder should finalise some enquiries. Records the engagements of the Director. Compile realistic schedules of appointments. Types documents for the Director and other staff within the unit. Operates and ensures that the office equipment, e.g photocopier and shredding machine are in good working order. Provide a clerical support to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the Director and the staff in the unit. Identifies venues, invite role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Drafts routine correspondence and reports. Does filing of documents for the Director and the unit where required. Administers matters like the leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the Manager to prepare for meetings.

ENQUIRIES
APPLICATIONS

: Ms IG De Beer Tel No: (051) 492 3749
: Email address: e-recruitmentfspwi01@fsworks.gov.za