

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS
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.

<u>APPLICATIONS</u>	:	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: recruitment@dard.gov.za
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	To apply, submit a newly implemented Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive, behavioural preferences, emotional intelligence and integrity. All shortlisted candidates for other posts, shall undertake a pre-entry assessment which will be in the form of a practical / technical exercise. Candidates will also be assessed on Integrity (Ethical Conduct). Selection panels shall score the technical exercise as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 4 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: FSDARDEA is an opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination. No late applications will be considered.

MANAGEMENT ECHELON

<u>POST 25/387</u>	:	<u>DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: DIR/FMA</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13). 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.
<u>CENTRE REQUIREMENTS</u>	:	Glen Matric plus an undergraduate qualification (NQF Level 7) in Accounting/Financial Management/Cost and Management Accounting or Auditing as recognized by SAQA. Minimum 5 Years of relevant experience at a middle / senior managerial level in the financial management and accounting field and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment. Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts. Knowledge of budget management processes and administration, ability to implement and internal systems and controls to ensure sound financial management, well vested in the PFMA and knowledge of the legislative framework governing the public service e.g., Procurement policies, Public Service Act, Understanding of the public services environment, Government systems and structures, financial management. Generic Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Legislation interpretation, Coordination and monitoring skills; Policy formulation & implementation.
<u>DUTIES</u>	:	Strategically guide, manage and coordinate all activities in the Directorate towards ensuring the effective and efficient functioning of the Directorate: Develop and ensure the successful implementation of an APP for the Directorate: Finance and Management Accounting in alignment with the Directorate's strategic objectives and targets and other obligations / legislative requirements applicable to the Directorate's core business. Monitor and report on the extent to which the Directorate its strategic objectives and targets as per APP/National and Provincial Programmes of Action / EXCO-FOHOD Resolutions, etc. Implement measures to address shortcoming identified by the AG, Audit Committee as well as shortcomings identified by Internal Audit and/or Chief Risk Officer. Implement measures to address shortcomings identified by AG, Audit Committee, Internal Audit and/or Chief Risk Officer. Implement effective system in conjunction with other SCM and other role-players to ensure payment of service providers within 30 days. Ensure sound management of financial accounting systems and procedures in line with legislations and policy. Oversee the financial revenue, expenditure management and accounting directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Oversee the management of revenue, expenditure management and accounting work as required. Revenue management – Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim/quarterly) and annual financial statements). Ensure and oversee the implementation of management accounting systems. Oversee financial planning, budgeting and reporting systems. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Ensure compliance with financial prescripts. Provide leadership and guidance to role players on the use of forecasting methods and tools. Manage financial planning,

budgeting and reporting work as required. Planning Ensure that information for planning purposes is collected and analysed properly. Budgeting Manage, review, analyse and quality assure the budget preparation process. Reporting Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates and virement process: Ensure that information on the requirement for role-over requests is disseminated to responsibility and programme managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustment's budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Manage the directorate's budget. Procurement and asset management for the directorate. Maintain discipline. Manage performance and development. Develop and manage the operational plan and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Planning and allocate work. Provide financial technical advice and guidance.

ENQUIRIES : Mr T Mabilo at 082 787 9659

POST 25/388 : **DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT REF NO: DIR/SRM**

SALARY : R1 317 384 per annum (Level 13). 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
: An appropriate NQF level 7 qualification in Engineering, Natural Resource Management, or Land Use Planning. 5 years of experience at a middle / senior managerial level in a sustainable / natural resource management environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate prior to appointment. Core and Process Competencies: Sound and in-depth knowledge of relevant policies and prescripts applicable to the area of responsibility. Generic Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Legislation interpretation, Coordination and monitoring skills; Policy formulation & implementation.

DUTIES : Manage the provision of engineering services. Promote sustainable Land Care. Promote the implementation of sustainable use and management of land. Manage Agricultural Risk and Disaster Management Plan. Manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate. Provide inputs to provincial policies on all aspects relating to service delivery and 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 Chief Director: Agricultural Development Support on all matters in order to ensure informed decision making and forward planning. Participate in the development of the 5-year strategic plan, the Annual Performance Plan and Operational Plan for the Directorate. Monitor the implementation of SRM matters and report monthly, quarterly and annually to enhance the overall performance of the Directorate.

ENQUIRIES : Ms T Mokone at 064 063 6708

POST 25/389 : **PRINCIPAL: GLEN COLLEGE OF AGRICULTURE REF NO: PRIN/GC (X1 POST)**

SALARY : R1 317 384 per annum (Level 13). 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

**CENTRE
REQUIREMENTS**

cheque, motor car allowance, home owner's allowance and medical aid assistance.

: Glen College of Agriculture
: Appropriate NQF level 7 as recognised by the South African Qualifications Authority in Agriculture / Education, Business Management, Management, Public Management, Business Economics. 5 years of experience at a middle/senior managerial level in a higher education environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate prior to appointment. Core and Process Competencies: Sound and in-depth knowledge of relevant policies and prescripts applicable to the area of responsibility. Generic Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Legislation interpretation, Coordination and monitoring skills; Policy formulation & implementation.

DUTIES

: Overall manage and strategically direct all the Programmes under Structured Agricultural Training and Development, which include the following areas of responsibility: Higher Education and Training Services; Further Education and Training Services; Institute Support Services; Total Quality Management Services; and Institute Farm Management Services. Manage the development of strategies and policies and its implementation in accordance with agreed norms and standards and manage the implementation of National, Provincial and Departmental frameworks. Oversee quality assurance processes in higher and further education and training qualification offerings, which inter alia include the following: Ensure the development and maintenance of the Agricultural Training Institute Annual Quality Assurance Plan; Ensure the development, design and alignment of higher and Further education & Training curriculum to the required HEQC / FET standards; Manage the implementation of further education and training certification; Ensure compliance with the accreditation requirements and ensure the establishment of Agricultural Training Institute committees. Develop business models for enhancing income generation projects for the College. Oversee the implementation of applicable Acts and regulatory requirements (e.g. Higher Education Act 101 of 1997, Further Education and Training Act 98 of 1998, Skills Development Act 97 of 1998, South African Qualifications Authority Act 58 of 1995, National Development Plan, Public Service Act, 1994, PSR, 2016 (as amended), PFMA1999, Labour Relations Act, 1996, PAIA, Constitution of the Republic of South Africa, Act No 108. of 1996, BCEA, etc.). Manage the development of the 5-year strategic plan and the annual performance plan for the Directorate and monitor the implementation of all agricultural training and development requirements and report monthly, quarterly and annually to enhance the overall performance of the Directorate. Manage the utilization of all resources of the Directorate in line with relevant legislation. Advise and interact with various role players within and outside the Department on all issues relating to agricultural training and development to optimize productivity and accelerate economic growth in the in order to develop the Agricultural Sector. Identify potential risks, mitigate solutions and act pro-actively to facilitate implementation of solutions. Manage and coordinate a comprehensive array of programs, operations, campaigns and interventions aimed at the achievement of the priorities of the Directorate to support sustainability and growth within the Agricultural Sector.

ENQUIRIES

: Mr MM Tsoametsi at 082 450 1993

POST 25/390

: **DIRECTOR: LEGAL SERVICES REF NO: LEGAL/2026**

SALARY

: R1 317 384 per annum (Level 13). 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
: An appropriate NQF level 7 qualification in Law as recognised by SAQA. Must be admitted as an Attorney or Advocate. 5 years of experience at a middle / senior managerial level in a legal environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate prior to appointment.

Knowledge, Skills and Competencies: In-depth knowledge of all legal prescripts applicable to the public service and in particular the Constitution of South Africa (Act 108 of 1996). Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Labour Law, interpretation of statutes, Planning and Development Law, Civil Litigation, and Mediation, the Code of Conduct for the Public Service, Bill of Rights, and any other legal aspect applicable to South African Law. Broad knowledge of the interpretation of statutes, good knowledge and experience in drafting all legal matters and interpreting legislation. Generic Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Coordination and monitoring skills; Policy formulation & implementation.

DUTIES

: Provide guidance and support to the entire department, advise the MEC, Senior Management, and staff in all legal matters to manage and mitigate legal risks that might face the department and the office of the MEC. Manage the provision of effective litigation management in the department. Manage the provision of effective legal drafting of opinions and contracts. Coordinate with other departments on all legal-related issues that have a direct bearing on the Department and ensure that the recovery costs of its activities. Manage the provision of legal advisory support services. Coordinate legislative review and reform program in the department. Carry out all administrative legal actions to ensure compliance. Handle litigation matters. Ensure legal compliance with national, international and continental instruments. Advice on the drafting and monitoring of the service level agreements. Represent the department at fora, including but not limited to litigation (civil / labour), Bargaining Councils, CCMA, Labour Court, etc. Participate in the development of the 5-year strategic plan, the Annual Performance Plan and Operational Plan for the Directorate. Monitor implementation and report monthly, quarterly and annually to enhance the overall performance of the Directorate. Manage resources which include, inter alia: Budget, Training, mentoring and development, performance management, work allocation.

ENQUIRIES

: Mr TM Mabilo at 082 787 9659

OTHER POSTS

POST 25/391

: **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: DD/SECURITY**

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11), (all-inclusive remuneration package)
: Glen
: A minimum three-year tertiary qualification (NQF level 6) in Security Management/Social Science Management, Management Science, SSA Security Managers Course, Valid driver's license. 3 - 4 years of experience at supervisory role (Assistant Director) in Security Management environment). Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (Miss). Disciplinary procedures and what constitutes unprofessional conduct. Security Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (SSA, SAPS). Security breaches and investigations.

DUTIES

: Manage 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 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 SSA 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 at Glen College of Agriculture premises, Glen Farm and other departmental workstations and areas across the Free State. 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. Manage resources which include, inter alia: Budget, Training, mentoring and development, performance management, work allocation, etc.
<u>ENQUIRIES</u>	:	Mr V Mlambo at 060 537 3259
<u>POST 25/392</u>	:	<u>DEPUTY DIRECTOR: FOOD SECURITY REF NO: DD/FOOD</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Glen
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / Post Graduate Diploma in Agriculture (NQF level 8). 3 – 4 years' experience in middle management level at Assistant Director level in agriculture preferably in a food security environment. Driver's license. Compulsory SACNASP Registration.
<u>DUTIES</u>	:	Promote household food and nutrition security. Coordinate food security programmes in Department and provincial level. Liaise with key role players when planning and implementing food security. Represent the Department on Provincial and National Food Security and Food Security related forums (e.g. SAVAC, IFNSF, PAVAC). Compile and update Database of households and institutions benefitting from agricultural food security initiatives. Compile and Update Database of all Food Security Role players in the Free State. Create awareness with regard to Food Security. Disseminate information on food security to management, peers and clients. Monitor and evaluate implementation and impact of Food Security initiatives in the Department. Coordinate and Implement YAFF (Youth in Agriculture). Coordinate pre-event activities (Awareness, applications and adjudication). Coordinate video and profiles for National adjudication. Coordinate, plan and implement Provincial event. Coordinate and support National event. Coordinate post-event activities (evaluations, etc). Represent Department at NOC meetings. Coordinate and Implement FEA (Female Entrepreneur Awards) in the province. Coordinate pre-event activities (Awareness, applications and adjudication). Coordinate video and profiles for National adjudication. Coordinate, plan and implement Provincial event. Coordinate and support National event. Coordinate post-event activities (evaluations, etc). Represent Department at NOC meetings. Perform administrative and related functions. Compile reports as required. Human capital development: Supervise and manage staff. Participate and apply the PDMS (Own and subordinates). Self-development through informal and formal training initiatives that is relevant to the duties of the official. Effective management of all physical assets of the unit. Give inputs for budget planning. Manage grant funding allocated to Food Security as Food Security Pillar Manager. Manage grant funding allocated to FEA as Provincial FEA coordinator.
<u>ENQUIRIES</u>	:	Mr G Madiba at 064 063 6910
<u>POST 25/393</u>	:	<u>ASSISTANT DIRECTOR: EXTENSION REF NO: EXT/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Thabo Mofutsanyane District, Phuthaditjaba (X1 Post) Lejweleputswa District, Welkom (X1 Post)
<u>REQUIRMENTS</u>	:	Appropriate 4-year Agricultural Degree (NQF 8). Compulsory registration with SACNASP. 3 – 5 years experience required. Valid driver's license (code B).
<u>DUTIES</u>	:	Oversee the rendering of agricultural extension and advisory services. Promote farmer driven extension programmes. Promote and implement a commodity approach through the effective and efficient utilisation of resources (e.g. soil, water, veld, etc.). Coordinate and part demonstrations of farming methods, organise farmers days, information sessions etc. Conduct farm visits for impact assessments and report thereon. Source technical inputs from specialists as required. Ensure and promote sustainable agricultural enterprises. Gather and analyse relevant information in order to assist with identification of problem areas and prioritisation thereof. Identify projects and conduct feasibility studies. Establish structures (Cooperatives, Committees etc.) to address the need/s identified. Build capacity of clients. Promote the implementation of good agricultural practices, technologies and latest trends. Monitor and evaluate the success / effectiveness of production systems. Provide continuous support to

ensure sustained production. Facilitate and participate in project planning structures. Identify projects. Provide technical support and ensure the development implementation of business plans. Facilitate the registration of legal entities (e.g. Cooperatives, Close Cooperation etc.). Prioritise projects and present to project approval structures. Ensure and support the implementation of projects / programmes. Ensure effective monitoring and evaluation of projects. Facilitate partnerships with relevant stakeholders. Promote and implement the relevant strategies/ programmes. Establish and enhance the relationships with clients and stakeholders. Interact with commodity organisations (e.g. SASA, Grain SA, Pork Procedures etc.). Participate in the relevant committees / forums. Perform all administrative and related functions. Give input towards policy. Keep abreast of latest national and international quality developments, prescripts, policies and procedures. Keep abreast of latest national and international quality developments, prescripts, policies and procedures. Compile and submit reports as required. Comply with Public Service prescripts and Departmental policies. Ensure customer satisfaction. Provide input in budget planning process. Supervise resources (human, finance, assets, etc).

<u>ENQUIRIES</u>	:	Thabo Mofutsanyane District: Mr M Malete at 081 045 3622 Lejweleputswa District: Mr T Mothwa at 066 025 5051
<u>POST 25/394</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A - B REF NO: CET/2026</u>
<u>SALARY</u>	:	R573 552 - R1 376 199 per annum, (OSD). 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.
<u>CENTRE</u>	:	Xhariep District, Trompsburg (Placement area may be changed due to departmental needs)
<u>REQUIREMENTS</u>	:	National Diploma or B Tech in Engineering. Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician. Valid driver's license (code B) 6 years post qualification technical experience in a soil conservation / landcare environment.
<u>DUTIES</u>	:	Manager technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize / make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and development. Continuous professional development to 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.
<u>ENQUIRIES</u>	:	Mr CTB Smith at 073 156 2740
<u>POST 25/395</u>	:	<u>LECTURER: AGRICULTURAL COLLEGE REF NO: LEC/COLLEGE (X3 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Glen College of Agriculture
<u>REQUIREMENTS</u>	:	Appropriate 4 years B Sc Degree or equivalent specializing in Crop Production, Animal Production and Pasture Science. Relevant 3 years' experience in a lecturing field required. Computer skills. Formal Training and presentation skills.
<u>DUTIES</u>	:	Prepare lesson plans and present practical, theoretical and/or short courses. This would entail, inter alia, the following: Prepare, practical and theoretical material; Present classes; Maintain discipline during classes. Renewal and development of course material and study guides. This would entail, inter alia, the following: Do basic and information research in the subject field; Provide

		input for curriculum development; Integrate relevant findings in existing courses; Develop totally new courses if required; Liaise with relevant agricultural role players; Align course material with requirements set for academic institutions. Assessment of students through inter alia: Compilation of question papers and memorandums for examinations; Grading of answer sheets, papers and assignments; Practical evaluation; Invigilate during exams and tests. Administrative responsibility. This would include, inter alia, the following: Give input towards policy, Give input regarding planning – academic, facilities, finance, etc. Develop year plans for classes. Administration in terms of classes e.g. attendance registers, student records, exam results etc.; Serve on various committees (e.g. subject academic committees etc.); Comply with the Public Service prescripts. Keep abreast of the applicable prescripts, Policies, procedures, technologies and new developments in the subject field.
<u>ENQUIRIES</u>	:	Ms WT Mngwambe at 072 083 1672
<u>POST 25/396</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: ET/2026</u>
<u>SALARY</u>	:	R407 337 – R518 769 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Fezile Dabi District, Sasolburg (Placement area may be changed due to departmental needs)
<u>REQUIREMENTS</u>	:	National Diploma in Civil Engineering. Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician. 3 years post qualification technical experience. Valid driver's license (code B).
<u>DUTIES</u>	:	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. 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.
<u>ENQUIRIES</u>	:	Mr CTB Smith at 073 156 2740
<u>POST 25/397</u>	:	<u>RISK PRACTITIONER REF NO: RP/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Glen (Risk Management Services)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate National Diploma / Bachelor's Degree (NQF 7) in Risk Management / Internal Audit / Accounting / Economics / Compliance Management. A valid driver's license.
<u>DUTIES</u>	:	To assist with the development, maintenance and implementation of risk related documents: Risk Management Strategy, Risk Management Framework, Risk Management Policy statements, Risk Plan and Risk Policy. Facilitate risk identification and assessments through workshops maintain & update the department's consolidated risk register database. To conduct risk awareness programs. To monitor and review the implementation of the risk management processes through Operational Monitor Report and Report on performance vs Risk Management implementation Plan. To assist with the secretariat duties of the Risk Management Committee. Responsible for the Risk Management Committee minutes and attendance registers. Provide logistical and support services to the Risk Management Committee.
<u>ENQUIRIES</u>	:	Ms T Crisp at 060 983 8291
<u>POST 25/398</u>	:	<u>IT TECHNICIAN REF NO: IT/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Thabo Mofutsanyana District, Phuthaditjhaba
<u>REQUIREMENTS</u>	:	Tertiary qualification (NQF 6) in Information, Communication Technology or any ICT relevant qualification Application certification.

<u>DUTIES</u>	:	Implement and installation of ITC equipment, which will include the setup, installation and testing of new equipment. Maintaining ITC equipment and software. Check for Viruses. Implement Security & Firewalls. Identify Hardware problems and Install Update(s) and patches of software. Install and commit connections for the transversal systems (e.g. PERSAL, BAS, LOGIS). Desktop and Technical Support Service in order for users to understand general IT programs and functionality. Network Administration e.g. responsible for upkeep and maintenance of LAN & WAN. Maintaining servers: Execute backups and supporting information. Provide e-mail access and Internet access to ensure effective communication.
<u>ENQUIRIES</u>	:	Ms S Moshodi at 072 711 3848
<u>POST 25/399</u>	:	<u>ADMINISTRATIVE CLERK REF NO: AC/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Glen (Disaster Management and Soil Conservation and Land Care)
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. No previous experience required.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Disaster Management: Ms J Motaung at 060 978 3113 Soil Conservation and Landcare: Mr CTB Smith at 073 156 2740.
<u>POST 25/400</u>	:	<u>SECRETARY: VETERINARY SERVICES REF NO: SEC/2026 (X1 POST)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein (Veterinary Services)
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other training course / qualification that will enable the person to perform the work satisfactorily. Computer literacy.
<u>DUTIES</u>	:	Provides a secretarial / receptionist support service to the manager. This will, inter alia, entail the following: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant Manager. Records appointments and events in the diary of the manager. Type documents for the manager and other staff within the unit on a word processor. Operated office equipment like fax machines and photocopiers. Provides a clerical support service to the manager. This will entail, inter alia, the following: Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organises refreshments and sets up schedules for meetings and events. Process the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Do filing of documents for the manager and the unit where required. Administer matters like the leave registers, attendance registers and telephone account. 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 meeting. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. This would, inter alia, entail the following:

		Studies the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Dr KJ Mojapelo at 072 711 1809
<u>POST 25/401</u>	:	<u>HR OFFICER REF NO: HRO/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Glen
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. No experience required.
<u>DUTIES</u>	:	Implement human resource administration practices: Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.) Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Draft letters, submission and other general HR related correspondence. Filing of HR related documents.
<u>ENQUIRIES</u>	:	Ms C Lombaard at 060 301 3872