



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*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 these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## DEPARTMENT OF THE PREMIER

**Directions to applicants:** A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

**APPLICATIONS FOR THE DEPARTMENT OF THE PREMIER:** Posted to: Mr. B. Modise, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or e-mail to: modiseb@premier.fs.gov.za or Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

**CLOSING DATE: 25 May 2012**

### **DEPUTY MANAGER: EXTERNAL COMMUNICATIN AND INFORMATION SERVICES REFERENCE NO: DM:ECIS**

**SALARY:** Level 11 – An all-inclusive salary package of R434 505 per annum. 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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE:** BLOEMFONTEIN

#### **REQUIREMENTS:**

The candidate must be in possession of a relevant tertiary qualification in the Communication field. Experience in the key responsibilities attached to the post. Ability to communicate in a tactful, influential manner, verbally and in writing, informally and formally. Writing skills. Knowledge of policy development and analysis. Knowledge of the South African Media and Strategic Communication Principles.

#### **DUTIES:**

Develop policy for integrated communication for the FSPG and guide, support and assists departments and local governments in its implementation. Collate and align yearly programmes into integrated communication with other departments and within provincial and national policies. Integrate and coordinate the publicity and information opportunities for EXCO Clusters. Manage the resources of the Subdirectorate.

**ENQUIRIES:** Mr. M. Mvambi, Telephone number: 051 403 3928

### **ADMINISTRATIVE OFFICER: CENTRE MANAGER (REFERENCE: CM: KOP)**

**SALARY :** Level 7 – A basic salary of R149 742 per annum

**CENTRE :** KOPANONG THUSONG SERVICE CENTRE, TROMPSBURG

**REQUIREMENT:**

Senior or equivalent Certificate. Written and verbal communication skills. Ability to organize, co-ordinate and manage service delivery, supervise projects at the Thusong Service Centre. Work in a team and have good interpersonal relations.

**KEY RESPONSIBILITIES:**

It will be expected of the successful candidate to perform the following duties: Manage, administer and oversee the infra-structural facilities and appropriate technology used in the Thusong Service Centre. Manage, facilitate, promote and liaise in respect of service delivery according to the needs of the communities. Write monthly reports on the services delivered and other activities at the Thusong Service Centre in terms of its efficiency and/or effectiveness. Prepare programmes to market and update communities and stakeholders on the activities of the Thusong Service Centre. Explain and convey government policy to communities and ensure good relationships. Co-ordinate and supervise the Thusong Service Centre's personnel. Execute any other functions as assigned.

**ENQUIRIES:** Ms. Linda Eybers, Telephone number 051 4033589

**ASSET AND TRANSPORT SPECIALIST**

**REFERENCE NO: ATS**

**SALARY:** Level 08 - A basic salary of R185 958 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

An appropriate 3 year tertiary qualification in Financial or Accounting Studies. Experience in the development and implementation of Strategies. Relevant experience in an Asset Management environment. Knowledge of applicable legislation, policies, strategies including the Public Finance Management Act, 1999 (Act No. 1 of 1999). Good computer skills and successful completion of LOGIS courses will be an added advantage.

**DUTIES:**

It will be expected of the successful candidate to perform the following duties: To administer, coordinate and manage the movable assets in the Department of the Premier. Facilitate the implementation and administration of the regulations governing management of immovable property. The facilitation and coordination of transport management in the Department of the Premier. Facilitate, coordinate and monitor contract management in the Department of the Premier. The management of resources to ensure the effective and efficient attainment of objectives.

**ENQUIRIES:** Mr. A.I. Thasedi; Tel: 051 4055691

**DEPARTMENT OF HUMAN SETTLEMENTS**

**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 (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.

**APPLICATION FOR THE DEPARTMENT OF HUMAN SETTLEMENTS TO BE SUBMITTED TO:**

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohang Building Bloemfontein

**CLOSING DATE: 25 May 2012**

**DRIVER (2 POSTS)**

**REFERENCE NO: HS 2012/5**

**SALARY:** Salary level 3 – A basic salary of R 71 289 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Valid Code 14 driver's license. Knowledge of the city (ies) in which the functions will be performed. A grade 10 qualification will service as a recommendation or 7 – 12 months relevant experience

**RECOMMENDATIONS:** Knowledge of the procedures to operate a heavy (code 14) vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the heavy vehicle, to obtain consumables (E.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilization of the heavy vehicle e.g. how and for what purposes can the motor vehicle be utilized, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the heavy vehicle is maintain properly.

**DUTIES:** Drive heavy (Code 14) motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support service this would entail the following: Copy and fax documents relating to Housing Subsidy Applications/Beneficiaries. Assist with record keeping of documents relating to Housing Subsidy Applications/Beneficiaries

**ENQUIRIES:** Ms. D Mokalanyane

Telephone number: 051 405 5259

#### **DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**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 (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.

**APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:** Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohang Building Bloemfontein

**Closing date:** 25 May 2012

#### **STATE ACCOUNTANT: FINANCIAL AND BUDGET MANAGEMENT: FINANCIAL CONTROL REFERENCE NO: COGTA 5/2012**

**SALARY:** Salary level 7 – A basic salary of R 149 742 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

Appropriate Degree or equivalent qualification, LOGIS/BAS Certificate, Appropriate experience in a financial administration environment.

**RECOMMENDATIONS** :Computer Literacy- knowledge of LOGIS/BAS and PERSAL is a pre- requisite. Numeracy skills, literacy skills, interpersonal relationship skills, Problem solving /analytical skills.

**DUTIES:**

Successfully implement and maintain financial management practices concerning financial administration processes in the Department to contribute to the rendering of a professional financial management service, e.g: Bookkeeping (clear ledger accounts, capture BAS payments, journals and reports). Address financial management enquiries to ensure the correct implementation of financial management practices. Inform, guide and advice the Department / personnel on financial management matters to enhance the correct implementation of financial management practices and policies. Approve transaction on LOGIS/BAS/PERSAL according to delegations. Supervise the activities of State Accounting Clerks and develop their skills to contribute to the rendering of a financial administration service.

**ENQUIRIES:** Ms. C Germishuys, Telephone number: 051 405 4936

#### **DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

**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 (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.

**APPLICATION FOR THE DEPARTMENT OF AGRICULTURE TO BE SUBMITTED TO:** Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x02, Bloemfontein 9300 or delivered by Hand to Mrs S Hlekiso in Room 125, 1<sup>ST</sup> Floor, ABSA Building, c/o Elizabeth and Aliwal Streets Bloemfontein

**CLOSING DATE: 28 MAY 2012**

**GENERAL MANAGER: AGRICULTURAL DEVELOPMENT SUPPORT AND LIVELIHOOD (1 POST)**

**REFERENCE NO: GM/ADS**

**SALARY:** Level 14 – An all-inclusive package of R872 214 per annum. 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

**REQUIREMENTS:**

An appropriate recognized three year B-Degree or equivalent qualification in Commerce, Agriculture or Business Administration. 3 - 5 year's Snr Management experience required. Valid driver's license (code B). Advanced Project Management skills. Proven Strategic Management & Leadership Skills. Advanced Communication / presentation skills. Advanced People Management -, Change Management - and Financial Management skills.

**RECOMMENDATIONS:**

An excellent strategist and implementer. A visionary & inspirational leader. A team builder and player. An excellent communicator at all levels.

**DUTIES:**

The successful candidate will assume responsibility for: Plan, guide, organize, monitor and manage activities related to the following Directorates: Sustainable Resources Management; Agricultural Economic Development & Planning; Veterinary Services; Training, Research and Development; Farmer Support and Development. Manage all resources and strategic plan activities of the Chief Directorate. Advise the MEC and the Head of Department on all matters relating to the Agricultural Support Chief Directorate. Develop measures and critical performance indicators for Agricultural Programmes e.g. EPWP, CASP, Infrastructure Development, Agro-processing, Provincial Agricultural Sector Plan and AgriBEE. Establish partnership programmes with the private sector and other related stakeholders. Monitor and evaluate the implementation of the Strategic Plan of the Chief Directorate.

**ENQUIRIES:**

Mr T Ndumo, Telephone number: 051 506 1617

**SENIOR MANAGER: THABO MOFUTSANYANA DISTRICT (1 POST)**

**REFERENCE NO: SM/DC**

**SALARY:** Level 13 – An all-inclusive package of R719 613 per annum. 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:** THABO MOFUTSANYANA DISTRICT: WELTEVREDE

**REQUIREMENTS:**

An appropriate recognized four year B Degree or equivalent qualification in Agriculture. A Master's degree will be and additional Advantage. A proven track record of extensive experience in middle management and agricultural field. Valid driver's license (code B)

**RECOMMENDATIONS:**

Knowledge of Agriculture. Good communication skills. Good writing and analytical skills regarding submissions and briefing notes

**DUTIES:**

The successful candidate will assume responsibility for: 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 Veterinary Services, in accordance with the relevant legislation through the State Veterinarians and Animal Health to ensure animal and people safety in the District. Manage and implement the District Soil Conservation Services, in accordance with the relevant legislation through the Control Engineering Technician to ensure compliance to national programmes. Manage and implement the Food Security Programme in the District in accordance with the relevant frameworks through the Food Security Officer to ensure compliance with the relevant strategies and policies. Manage the Support Services in the District, i.e. Economic Services, Research, Engineering Services and Administrative Support Services to ensure efficient and effective service delivery. Provide inputs to provincial policies on all aspects relating to District service delivery and ensure implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Ensure that needs are established, prioritised and that human and capital resources are managed and channelled to satisfy the needs and to ensure that cost-effective and efficient services are provided on District level. Advise the General Manager: District Services on all matters relating to Agricultural Extension and Development as well as Veterinary Services in the District in order to ensure informed decision making and forward planning

**ENQUIRIES:** Dr T J Masiteng, Telephone number: 051 861 8423

**GENERAL MANAGER: CORPORATE SERVICES (1 POST)**

**REFERENCE NO: GM/CORP**

**SALARY:** Level 14 – An all-inclusive package of R872 214 per annum. 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

**REQUIREMENTS:**

An appropriate B-degree or equivalent qualification in the field of human resources management / human sciences / commerce / management / public administration. 3 - 5 year's Snr Management experience required. Valid driver's license (code B). Advanced Project Management skills. Proven Strategic Management & Leadership Skills. Advanced Communication / presentation skills. Advanced People Management -, Change Management - and Financial Management skills.

**RECOMMENDATIONS:**

An excellent strategist and implementer. A visionary & inspirational leader. A team builder and player. An excellent communicator at all levels.

**DUTIES:**

Strategically direct, plan, manage and coordinate the following services (ensure resources are available, human, financial management, equipment, etc.): Human Resources Management and Development Services; Facilities & ICT Management Services; Strategic Communication and Information Services and Legal Services. Develop & implement a Corporate Services Strategy to support the core business & strategic thrust of the Department. Play a leading role to assist the Department to create strategic capability to implement its Strategic Plan. Develop policies, design planning frameworks and guidelines to operationalise the strategy. To advise and support the Head of Department on all matters relating to the Corporate Services Chief Directorate in order to ensure sound decision making and planning. Tracking progress of the Chief Directorate and reporting appropriately. Oversee and implement the Chief Directorate's Programmes. Liaise with all relevant internal & external stakeholders to ensure that programmes are aligned, planned & executed in accordance with the overall strategic plan of the Department, FSGDS, Programme of Action, etc. Represent the Department in various committees & fora and attend such meetings towards contributing towards improved service delivery, good governance and development impact.

**ENQUIRIES** Ms C Lombaard, Telephone number: 051 5061412

**MANAGER: SPECIALISED SUPPORT SERVICES (2 POSTS)**

**REFERENCE NO: MAN/SSS**

**SALARY:** Level 11 – An all-inclusive package of R434 505 per annum. 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:** MOTHEO DISTRICT: THABA NCHU AND FEZILE DABI DISTRICT: SASOLBURG

**REQUIREMENTS:**

3 year Bachelors degree in Agriculture or equivalent qualification. Managerial and organisational experience and the ability to work effectively under pressure with minimal supervision. 3 – 5 year's supervisory experience

**RECOMMENDATIONS:**

Knowledge of agriculture. Good communication skills and computer literacy. Good writing and analytical skills regarding submissions and briefing notes. Relevant management experience. Sound knowledge of project management. Ability to perform under pressure

**DUTIES:**

Plan, guide, organize, monitor and overall manage the activities related to the following sections within the District: Agricultural Economics; Research; Veterinary Services; Soil Conservation and Land Care; Agricultural Engineering. Manage all resources and strategic plan activities of the Specialized Support Services on District level. Act as link between the District and Head Office regarding the activities of the Sections mentioned above and provides inputs on policy formulation, standards and objectives. Advise the Snr Manager on all matters pertaining to the Specialized Support Services on District level.

**ENQUIRIES:**

MOTHEO DISTRICT: Ms T Mokone, Telephone number: 051 875 1160

FEZILE DABI DISTRICT: Mr J Roberts, Telephone number: 016 976 2003

**VETERINARY TECHNOLOGIST (2 POSTS)**

**REFERENCE NO: VT/LAB**

**SALARY:** Salary level 8 – A basic salary of R185 958 per annum.

**CENTRE:** BLOEMFONTEIN VETERINARY LABORATORY AND KROONSTAD VETERINARY LABORATORY

**REQUIREMENTS:**

National Diploma in Veterinary Technology. Registration with the SA Veterinary Council. Valid driver's license. Computer skills. Knowledge of all fields within the Laboratory. The person must have national approval to do the following Serological tests: - Milk ring Test; Rose Bengal Test and the Complement Fixation Test

**RECOMMENDATIONS:**

It will be expected from the candidate to work under pressure. Good people skills

**DUTIES:**

Render a Veterinary Laboratory Diagnostic service, which would, inter alia, entail the following: Receive, collect, register and process specimens; Analyse and interpret laboratory diagnostic test readings; Use approved methods and techniques to carry out diagnostic tests; Review and verification of test results. Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning, which would, inter alia, include the following:- Generate, record, verify, manipulate and maintain diagnostic data; Report back on diagnostic and related data as and when required; Compile monthly and annual statistical reports. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an effective and efficient Veterinary Diagnostic laboratory service. This would, inter alia, entail the following:- Participate in compilation of SOP's and implementation of approved SOP's in accordance with applicable quality management system; Study professional journals and publications to ensure that cognisance is taken of new developments; Keep abreast of the latest developments in Veterinary Diagnostic technologies. To perform all administrative and related functions which would include, inter alia the following:- Supervise technical and related personnel and section budgets; Stock control of the relevant diagnostic section; Control and maintenance of laboratory equipment, including calibration; Ensure compliance with national prescriptions

**ENQUIRIES:** Mr K Vermeulen, Telephone number: 051 43363677

**SECRETARY TO THE SNR MANAGER (1 POST)**

**REFERENCE NO: SEC**

**SALARY:** Salary Level 5 – A basic salary of R101 007 per annum

**CENTRE:** MOTHEO DISTRICT: THABA NCHU

**REQUIREMENTS:**

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

**DUTIES:**

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. Daft 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 stationery, 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

**ENQUIRIES:** Ms T Mokone, Telephone Number: 051 8751160 /1

### **MEAT INSPECTOR (3 POSTS)**

#### **REFERENCE NO: MI**

**SALARY:** Salary Level 8 – A basic salary of R185 958 per annum

**CENTRE:** LEJWELEPUTSWA DISTRICT: ODENDAALSRUS AND WELKOM

XHARIEP DISTRICT: SMITHFIELD

#### **REQUIREMENTS:**

A National Diploma in Environmental Health or equivalent. A valid driver's licence Code 08.

#### **RECOMMENDATIONS:**

Registration with the South African statutory board is recommended. Knowledge of Meat Safety Act and Regulations. Computer literacy. Written and verbal communication skills.

#### **DUTIES:**

Ensure meat hygiene and food safety through inter alia: Abattoirs & sterilization plants; Auditing and monitoring abattoir hygiene through routine sampling and conducting of regular inspections; Making recommendations regarding the registration, upgrading and repair of existing facilities; Implementation and verification of the Hygiene Assessment System (HAS). Provide training to meat inspection staff, slaughter personnel and quality control officers. Monitor and inspect import and export products / animals and accompanying documentation to ensure that international standards are adhered to. Ensure that game harvesting processes comply with national and international standards. Execute law enforcement in accordance with the Meat Safety Act. Promote awareness regarding meat hygiene and food safety through inter alia: Investigate and control illegal slaughtering in collaboration with the relevant authorities and advise the public regarding informal slaughtering of animals; Determine slaughtering needs of communities and make recommendations in this regard; Provide training, technical assistance and health education to communities on meat hygiene and food safety; Liaison with internal and external stake holders. Collect samples for surveillance projects on identified diseases in animal products. Perform administrative and related functions, which would, inter alia, entail the following: Populate databases; Compile and submit monthly and quarterly reports, letters and notices; Provide inputs to the operational plan for veterinary public health.

**ENQUIRIES:** Mr W Derbyshire, Telephone number: 051 436 3677

### **PERSONAL ASSISTANT: OFFICE OF THE HOD: AGRICULTURE (1 POST)**

#### **REFERENCE NO: PA/HOD**

**SALARY:** Salary Level 8 – A basic salary of R185 958 per annum

**CENTRE:** GLEN: OFFICE OF THE HEAD OF DEPARTMENT

#### **REQUIREMENTS:**

Secretarial Diploma or equivalent qualification. 2 years experience in a secretarial or administrative-related environment In addition, applicants must be fully computer literate with a working knowledge / understanding of MS Word, MS Excel and MS Power Point. Good interpersonal, organizational, communication and typing skills are required. Good telephone etiquette

#### **DUTIES:**

MANAGEMENT OF ENGAGEMENTS: To liaise with the Office Manager regarding engagements of the Head of Department To compile realistic programmes of appointments and journeys in consultation with the Office Manager. Prioritize appointments. Make appointments and liaise with the Receptionist on such matters. DOCUMENTATION: To correctly classify documents and ensure the safe-keeping thereof. To ensure an efficient flow of information and documents to and from the Office of the Head of Department. To give instructions for the destruction of documents in the Office of the Head of Department. To assist the Office Manager on the compilation of documents, reports, etc. To monitor compliance to various decisions / instructions of the HOD and to sensitise the HOD on the status of implementation of such decisions / instructions. To deal with all correspondence in the Office of the HOD and to consult with the Office Manager on such issues. MEETINGS: To make arrangements for the placements of items on the agenda of meetings attended by the HOD. To make arrangements for the attendance for the HOD at meetings and other relevant gatherings in liaison with the Office Manager. To produce / prepare relevant correspondence / papers in connection with the above arrangements. Perform secretariat services to Executive Management Meetings and Snr Management Meetings. MANAGEMENT OF DIARY: To maintain the diary of the HOD in consultation with the Office Manager and to ensure that appointments are co-ordinated effectively. SAFETY AND SECURITY: Ensure security of office and documentation. ADMINISTRATION: To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant Stakeholders. To deal with enquiries received, internally and externally to the relevant stakeholders. To keep record of documents, memoranda, etc. which in terms of the law must be dealt with by the HOD. To sensitize the Office Manager on budget related challenges and to assist with the compilation and management of the budget of the Office of the HOD. GENERAL: To ensure that all equipment and systems in the Office of the HOD are functioning effectively and efficiently. To supervise, manage and co-ordinate the activities in the Office of the HOD

**ENQUIRIES:** Mr T Ndumo, Telephone number: 051 506 1618

**ANIMAL HEALTH TECHNICIAN (1 POST)**  
**REFERENCE NO: AHT**

**SALARY:** Level 8 – A basic salary of R185 958 per annum

**CENTRE:** LEJWELEPUTSWA DISTRICT: BRANDFORT

**REQUIREMENTS:**

National Diploma in Animal Health. Registration with the SA Veterinary Council as Animal Health Technician. A valid driver's licence Code 08

**DUTIES:**

Plan and implement disease control measures, which would, inter alia, entail the following: Administer vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax). Collect specimens, examine and dispatch samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction advancement, sample collection and law enforcement, which would, inter alia, entail the following: Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. Provide extension services on animal health to animal owners, which would, inter alia, entail the following: Determine the needs of farmers, communities through liaison with them, Initiate meetings, gatherings and farmers days for the promotion of animal health and production. Do presentations at extension programs, farmers' days, etc. Perform administrative and related functions which would entail the following: Populate databases and registers. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan for Animal Health Unit

**ENQUIRIES:**

Mr J Penn, Telephone number: 057 9166723

**SUPPLY CHAIN PRACTITIONER (2 POSTS)**  
**REFERENCE NO: SCP**

**SALARY:** Level 7 – A basic salary of R149 742 per annum

**CENTRE:** GLEN: SUPPLY CHAIN MANAGEMENT



**REQUIREMENTS:**

Grade 12 / NQF equivalent. LOGIS / BAS Certificate. 3 years relevant experience

**DUTIES:**

Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management service for example: Personnel development; Performance and discipline; Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional

Supply Chain Management Service - Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.), Assets (Disposals); Loss Control; Demands; Acquisitions. Address supply chain management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practises and policies. Approve transactions on LOGIS / BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9)

**ENQUIRIES:**

Ms L Mokhatla, Telephone number: 051 861 8565

**ENGINEERING TECHNICIAN (1 POST)****REFERENCE NO: ET**

**SALARY :** A basic salary of between R170 856 and R184 059 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience and registration)

**CENTRE:** FEZILE DABI DISTRICT: FRANKFORT

**REQUIREMENTS:**

National Diploma in Civil Engineering. Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician. A valid driver's licence

**TECHNICAL COMPETENCIES:**

Project management. Technical design and analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing

**GENERIC COMPETENCIES:**

Problem solving and analysis. Decision making. Creativity. Team work

**DUTIES:**

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; and 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

**ENQUIRIES:**

Mr B Strauss, Telephone number: 051 506 1540

**SNR COMMUNICATION OFFICER (3 POSTS)****REFERENCE NO: ET**

**SALARY:** Salary Level 7 – A basic salary of R149 742 per annum

**CENTRE:** GLEN: STRATEGIC COMMUNICATION AND INFORMATION SERVICES AND THABO MOFUTSANYANA DISTRICT: WELTEVREDE

**REQUIREMENTS:**

Appropriate three year qualification or equivalent. 1 – 2 years experience. A valid driver's licence

**DUTIES:**

Collect information towards assisting with the drafting of speeches, media statements / press releases, etc. for different events or occasions (for the MEC and the Heads of Departments). Prepare and compile the printing of departmental publications to ensure effective communication to all stakeholders of the Department, e.g.: Annual Reports, Annual Performance Plans, Departmental newsletters / brochures, Events management, Name plates for

officials within the Department, etc. Design and layout of publications for printing, Design draft for printing companies, Departmental Calendar of Events, and Collect information. Assist in the development of the Departments' communication policy and strategy (in line with the Provincial Communication Policy and strategy) to market, promote and enhance communication within and outside the Department. Rendering Photographer Services to the Department and compile a written report with photos for circulation and recordkeeping. Arrange and / or assist with the arrangement of departmental events in order to promote the image of the department and to share relevant information. This includes the following: Rendering communication support to Operation Hlasela activities, National and Provincial Imbizo's, Farmer's days, Thusanong Centers, etc.; Handle all logistical arrangements related to departmental events (Venue, Invitations, Equipment, photography of events, etc.); Promote the Departments' image through exhibitions (branding) and ensure maximum visibility and impact. Represent the unit in various meetings / fora e.g. Communicators Forum, Staff Imbizo's. Promote and support information dissemination as to keep employees well informed, through all internal communication channels, about latest development in the Department e.g. notice boards, e-mails.

**ENQUIRIES:** Ms M Tihobelo, Telephone number: 051 861 8515

### **CONTROL ANIMAL HEALTH TECHNICIAN (1 POST)**

#### **REFERENCE NO: CAT**

**SALARY:** Salary level 9 – A Basic salary of R221 058 per annum

**CENTRE:** XHARIEP DISTRICT: TROMPSBURG

#### **REQUIREMENTS:**

National Diploma in Animal Health. Registration with the South African Veterinary Council. Valid driver's license (code EB). Six years appropriate experience (post-qualification experience)

#### **DUTIES:**

Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis which would, *inter alia*, entail the following:- Vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax); Collection of specimens, examination and dispatch of samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals; Inspections of livestock for the presence of controlled and notifiable diseases; Campaigns and other activities aimed at eradicating the spread of animal diseases. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would, *inter alia*, entail the following:- Inspections of animals, animal products, vaccine distribution points and installations where animal products are processed; Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies; Assist in obtaining and processing epidemiological and other data; Collection of samples for analysis by the State Veterinarian and laboratory; Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. Manage extension services on animal health to animal owners, which would, *inter alia*, entail the following: - Determine needs of farmers and communities; Determine interventions required to address the needs; Implement the required interventions; Establish and enhance the relationship with clients and (internal and external) stakeholders. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Animal Health support service. This would, *inter alia*, entail the following:- Study technological advances and best practices in the field of animal health to enable him / her to perform the Animal Health support function according to the required standards. Perform and manage administrative and related functions, which would, *inter alia*, entail the following:- Compile and submit monthly and quarterly reports; Provide inputs to the operational Plan for Animal Health Unit; Provide inputs to contingency plans for Animal Health Unit; Manage and control technical and related personnel, budgets and assets; Develop, implement and maintain databases.

**ENQUIRIES:** Dr M S K Mashishi, Telephone number: 051 4363677

### **MONITORING AND EVALUATION OFFICER (1 POST)**

#### **REFERENCE NO: MEO**

**SALARY:** Salary Level 7 – A basic salary of R149 742 per annum

**CENTRE:** GLEN: STRATEGIC PLANNING AND CONTROL UNIT

#### **REQUIREMENTS:**

An appropriate Degree

#### **EXPERIENCE:**

1-2 years experience in the Public Service

#### **SKILLS:**

Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving skills

**DUTIES:**

Assist with the development of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). This includes the following: Participate in research projects towards ensuring that the Department's policy and/or strategy remains abreast with national and provincial guidelines and/or frameworks; Consolidate inputs from managers and senior managers. Render assistance on matters related to monitoring and evaluation activities in the Department. Assist with the development of the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. This includes the following: Render assistance on the development of the format and distribute the document, once signed-off by the Manager, to all managers and senior managers in the Department; Assist managers on matters related to the correct completion of the Monitoring and Evaluation Reporting Format. Consolidate inputs from all relevant managers towards developing the Draft Annual Report. Arrange, in liaison with the Departmental Skills Development Facilitator, capacity building programmes on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Collate and consolidate information pertaining to the performance of the Department in relation to the following: Outcome Based Provincial Plan; Departmental Annual Performance Plan; SOPA and/or MEC Budget Injunctions; Government Programmes of Actions (national and provincial). The above includes the following: Assist managers and senior managers on the format to be used for the capturing of monthly, quarterly and annual progress against the Departmental Strategic Plan and Annual Performance Plan; Consolidate quarterly non-financial performance information; Submit quarterly non-financial performance reports, after being considered by the Manager, to the relevant senior manager for sign-off; Assist on the preparation of reports on the status of resource documents within departmental units. Assist with the conducting of spot-checks towards ensuring that resources documents confirming claimed performance are kept and maintained by supervisors / managers. Collect and consolidate progress information in relation to SOPA and MEC Budget Injunctions as per the prescribed format and report thereon monthly, quarterly and annually. Sensitize the M&E Specialist on outstanding progress from senior managers and managers in relation to the OBP, APP, SOPA Injunctions and MEC Budget Injunctions. Attend provincial – and/or departmental meetings on matters related to monitoring and evaluation. This includes the capturing of resolutions if and when the meetings are chaired by the Departmental M&E Specialist and/or the departmental Manager: M&E.

**ENQUIRIES:** Mr J Koch, Telephone number: 051 506 1479

**LABORATORY ASSISTANT (1 POST)**

**REFERENCE NO: LAB**

**SALARY:** Salary Level 4 – A basic salary of R84 483 per annum

**CENTRE:** KROONSTAD VETERINARY LABORATORY

**REQUIREMENTS:**

Grade 12 or equivalent qualification. No experience required

**DUTIES:**

Prepare samples for the determination of i.e. chemical residues, pH, EC, Mycology etc. which would, inter alia, entail the following:- Labelling of samples; Collection / taking samples for preparation (i.e. blood, water, soil, tissue); Preparation of sample material by e.g. weighing, drying, cutting etc.; Preparation and staining of smears; Preparation of media (eliza kits); Preparation of stains, buffers and reagents; Storage of samples; Packing and/or transport samples; Assist in decontamination and disposal of used samples; Removal of waste. Perform routine analysis of samples under mentorship/supervision of senior personnel which would include inter alia the following: Visual inspection and collection of infected; Material if applicable; Perform extractions and basic analyses of samples Perform bacterial isolations and confirmatory tests; Assist in routine identification of various types of pests/diseases (including bacteria, parasites, etc.); Record analyses results. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Maintain tidiness of laboratories; clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock:- Daily care of animals (i.e. cleaning of water troughs and adding health treatments to feed); Moving animal between camps; Report unhealthy animals, mortalities and have post mortems done. Perform administrative and related functions, which would, inter alia, entail the following:- Inventory control of equipment and consumables for equipment; Record keeping and updating of identified registers (i.e. Registration book, Sample referral; Samples received, records of results, inventory of standards, reagents and chemicals); Assist with invoicing of analyses; Comply to health and safety regulations

**ENQUIRIES:** Ms M van Zyl, Telephone number: 056 212 2671

**DRIVER / MESSENGER (1 POST)**

**REFERENCE NO: DM**

**SALARY:** Salary Level 4 – A basic salary level of R84 483 per annum

**CENTRE:** GLEN: OFFICE OF THE HOD: AGRICULTURE

**REQUIREMENTS:**

Grade 10 qualification or 7 – 12 months relevant experience. Code 8 driver's license

**DUTIES:**

Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support / messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department; Copy and fax documents; Assist in the registry.

**ENQUIRIES:** Mr M Gama, Telephone number: 051 861 8509

**MANAGER: MANAGEMENT ACCOUNTING (1 POST)**

**REFERENCE NO: MAN/MACC**

**SALARY:** Level 11 – An all-inclusive package of R434 505 per annum. 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:** BLOEMFONTEIN / GLEN: MANAGEMENT ACCOUNTING SECTION

**REQUIREMENTS:**

A relevant Bachelor's Financial Degree or a Diploma in Financial Management and relevant practical experience in Accounting and Budgeting Management. At least 3 – 5 years experience in Budgeting and Management Accounting

**RECOMMENDATIONS:**

Ability to work under pressure and adhere to strict deadlines. Good report writing skills with analytical ability. Communication skills, both verbal and written. Understanding of the new regulatory framework for the Public Service, i.e . PFMA, Treasury Regulations, the Public Service Act, etc. Knowledge of GRAP and MTEF, management techniques, Government Regulations, public and business Administration. Must be computer literate with thorough experience and knowledge of MS Excel and Access. Good people management skills

**DUTIES:**

Render effective and efficient budget management service. Assist with the compiling of Annual Financial Statements and Annual Report. Assist with Risk Management and annual audit. Coordinate the corporate variance reports. Compile weekly and monthly management accounts. Manage, supervise, train and develop staff.

**ENQUIRIES:** Ms F Claassen, Telephone number: 051 506 1625

**ADMINISTRATION CLERK: OFFICE OF THE HOD (1 POST)**

**REFERENCE NO: AC**

**SALARY:** Salary level 5 – A basic salary level of R101 007 per annum

**CENTRE:** GLEN: OFFICE OF THE HOD: AGRICULTURE

**REQUIREMENTS:**

Grade 10

**DUTIES:**

Render a general support service to the component: Handle enquiries; Make photocopies; Distribute documents to various stakeholders as required; - Keep and maintain the filing system for the component; Maintain tracking & electronic systems; Keep and maintain a database of documents, reports, minutes, etc.; Type basic letters and/or other correspondence as required; Keep and maintain the incoming and outgoing register of the component; Send and receive facsimiles. Assist with matters related to personnel administration in the component: -Implement and maintain a leave register for the component; Keep and maintain all personnel records in the component; Keep and maintain the attendance register of the component. Assist with matters related to procurement in the component: Obtain quotations for the procurement of equipment, goods & services; Assist with request forms / submissions for the ordering of goods, equipment & services; Assist with the procurement of standard items, like stationary and other office supplies; Keep and maintain the asset register of the component and assist with matters related to asset management within the component; Assist with matters related to financial administration in the component.; Assist with the travel & accommodation arrangements of officials; Assist with the processing and / or administering of subsistence and travel claims of officials

**ENQUIRIES:** Mr M Gama, Telephone number: 051 861 8509

**ADMINISTRATION OFFICER: OFFICE OF THE HOD (1 POST)**  
**REFERENCE NO: AO**

**SALARY:** Salary level 7 – A basic salary level of R149 742 per annum

**CENTRE:** GLEN: OFFICE OF THE HOD: AGRICULTURE

**REQUIREMENTS:**

Grade 12 with experience or a 3 year tertiary qualification

Supply Chain Management Certificate. BAS Certificate. Relevant administrative experience. Supply Chain management. Financial Management. Budget administration

**DUTIES:**

Implement financial administration to support the Manager with financial administration. Develops and assists in the managing of the Office's budget to ensure cost effectiveness. Exercises expenditure control to ensure the effective utilisation of funds. Handles all matters pertaining to the FMS to reconcile expenditure. Follows up audit queries to supply the Manager with the required information. Handles monthly private telephone accounts to ensure timely collection and paying in of amounts due to the cashier. Render supply chain management support services to the Snr Manager. Obtain quotations and complete the request forms/ submissions for ordering stationary/ equipment. Acts as Loss Control Liaison Officer to report all losses in the Office to the Loss Control Officer. Acts as Sub Inventory Controller to control all the equipment in the Office. Render general support services to the Office. Handles all matters pertaining to personnel enquiries in the Office. Represents the Directorate on the Health and Safety Committee of the Department. Handle travel and accommodation arrangements for officials of the Office to ensure coordinated and cost effective traveling as well as handling of subsistence and travel claims. Liaise with service providers to ensure the maintenance of equipment (Facsimile, photocopy machine, etc.) Supervises and controls resources to ensure a satisfactory workflow and service delivery

**ENQUIRIES:** Mr M Gama, Telephone number: 051 861 8509

**DEPUTY MANAGER: FINANCE (3 POSTS)**  
**REFERENCE NO: DM/FIN**

**SALARY:** Salary level 9 – A basic salary level of R221 058 per annum

**CENTRE:** BLOEMFONTEIN / GLEN: FINANCIAL AND MANAGEMENT ACCOUNTING DIRECTORATE  
(Expenditure Management, Revenue Banking and Debt Management and Management Accounting)

**REQUIREMENTS:**

NQF 6 or equivalent. LOGIS / BAS Training. plus 6 yrs experience

**RECOMMENDATIONS:**

Knowledge and understanding of Financial Management environment. Management of resources. Knowledge of policies / implementation strategies. Knowledge of Financial Management Legislation/ Directives. Knowledge of the BAS / LOGIS/ PERSAL System. Knowledge of related policies, directives and legislation.

**DUTIES:**

Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service: Salaries (Payments, Deductions etc.); Tax (payment to SARS, calculation of Tax payable etc.); Debt; Bookkeeping (Clear edger accounts, Capture BAS Payments, Journals and Reports) Banking; Revenue (Cashier); Budget (Capture Budget, Virement, Adjustment Budget on BAS etc). Address financial management enquiries to ensure the correct implementation of financial Management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/ reconciliations of PERSAL / BAS/ PMG-Accounts on financial management issues. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management practices / policies. Management of human resources which include, inter alia: Training and development of officials; Performance Management; Work allocation. Authorise transactions on LOGIS / BAS/ PERSAL according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre's) Prepare in-depth complex reports on financial management issues and statistics.

**ENQUIRIES:** Mrs F Claassen, Telephone number: 051 506 1625

**STATE ACCOUNTING CLERK (5 POSTS)**  
**REFERENCE NO: SAC/FIN**

**SALARY:** Salary level 5 – A basic salary of R101 007 per annum

**CENTRE:** BLOEMFONTEIN / GLEN: FINANCIAL AND MANAGEMENT ACCOUNTING DIRECTORATE (PMG, Revenue, Salaries, Management Accounting) (4 POSTS) GLEN: DEPARTMENT OF RURAL DEVELOPMENT (1 POST)

**REQUIREMENTS:**

Grade 12/ NQF equivalent

**RECOMMENDATIONS:**

Ability to communicate issues in a tactful manner, Problem solving skills, Computer skills, Numeracy skills, Literacy skills, Commitment, Integrity, Professionalism, Loyal, Confidentiality. Ability to interpret and execute policy directives / procedures. Knowledge of LOGIS/BAS and PERSAL. Knowledge of related policies, directives and legislation

**DUTIES:**

Implement and administer Financial Accounting practices (LOGIS/ BAS Transactions) concerning financial processes in the department to contribute to the rendering of a professional Financial Administration Service: Salaries (Payments, Deductions etc.), Tax (payment to SARS, calculation of Tax payable etc.), Debt, Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports), Banking, Revenue (Cashier), Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Address Financial Administration enquiries to ensure the correct implementation of financial administration practices

**ENQUIRIES:** Mrs F Claassen, Tel No (051) 506 1625

**SNR STATE ACCOUNTANT (1 POST)**

**REFERENCE NO: SSC**

**SALARY:** Level 8 – A basic salary of R185 958per annum

**CENTRE:** GLEN: DEPARTMENT OF RURAL DEVELOPMENT

**REQUIREMENTS:**

NQF 6 OR equivalent. LOGIS / BAS Training. 4 - 5 year's relevant experience

**RECOMMENDATIONS:**

Knowledge of LOGIS System. Knowledge of the relevant Supply Chain Management. Legislation / Directives. Knowledge of LOGIS / BAS and PERSAL. Knowledge of related policies, directives and legislation

**DUTIES**

Supervise the activities of the State Accounting Clerks / Snr **AND** State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development; Performance and discipline; Ensure quality of work. Supervise the Implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Render a Financial Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practises. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practises. Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements. Authorise and verify all documents and transactions on LOGIS / BAS / PERSAL according to delegations (Authorisation should happen on a higher level preferable at level 9) Prepare reports on financial management issues and Statistics. Compile monthly reconciliation's i.r.o. PERSAL/ BAS / PMG – accounts and finalization of outstanding payments / submissions / recommendations.

**ENQUIRIES:** Ms F Claassen, Telephone number: 051 506 1625