

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.



FREE STATE PROVINCE

DEPARTMENT OF EDUCATION

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department as well as from FSDoE, or the official website: (www.education.fs.gov.za). Applications must be accompanied by original certified copies of: formal and informal qualifications, valid driving licence, identity document and a detailed C.V. Separate applications must be submitted 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. Applicants must clearly quote the relevant reference number and forward the applications to the address as indicated in the advertisement. 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 and that applications, copies of qualifications and CVs will not be returned. The FSDoE reserves the right not to fill advertised positions; and references will be checked. **NOTE:** It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education.

Applications for the Department of Education to be submitted to: The Director: Human Resource Administration, Department of Education, Private Bag X20565, Bloemfontein, 9300 (Katheo Building, Ground Floor – Box at Security - Hand deliveries).

**DEPUTY CHIEF EDUCATION SPECIALIST (DCES):
CURRICULUM SECONDARY SCHOOLS: GRADES 8 - 12:
ACCOUNTING: POST LEVEL 5: 1 POST:
REF NO: OBE 9/2013/1**

SALARY: R341 613 pa (Salary Level 10)
CENTRE: FET Schools Curriculum Management Directorate: Head Office, Bloemfontein
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience. **Further Requirements:** 8 years relevant experience in the applicable subject (Accounting). As travelling is required, a valid driving licence is essential.
RECOMMENDATIONS: Sound knowledge and understanding of the National Curriculum Statement (NCS), Grades 8-12. Knowledge of the mentioned Subject, Grades 8-12. Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Experience in project co-ordination. Computer literacy.
DUTIES: Conducting and facilitating appropriate curriculum maintenance and support. Management and administration within the mentioned subjects at provincial level. Co-ordinate planning and delivery of professional development workshops in collaboration with District Subject Advisors to address the needs of teachers in relation to the implementation of the CAPS in the mentioned NCS Subject/s in schools. Networking with the Department of Basic Education and other relevant stakeholders at both provincial and national levels. Monitoring and supporting effective curriculum implementation throughout the province. Identifying and facilitating the development of appropriate provincial curriculum support policy guidelines. Establishing a database of all curriculum support needs in relation to the mentioned Subject/s. Ensuring the establishment and maintenance of appropriate structures, mechanisms, processes, and procedures to facilitate effective curriculum support in all Districts. Developing project proposals and business plans. Developing management plans and working in the implementation of projects in curriculum support.
ENQUIRIES: Mr. FR Sello, 051 404 8457/8
CLOSING DATE: 19 DECEMBER 2013

**DEPUTY CHIEF EDUCATION SPECIALIST (DCES):
SCHOOL MANAGEMENT, GOVERNANCE AND DEVELOPMENT (SMGD): POST LEVEL 5: 2 POSTS: REF NO:
OBE 9/2013/2**

SALARY: R341 613 pa (Salary Level 10)
CENTRE: Motheo District, Bloemfontein
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience. **Further Requirements:** Relevant experience must include 5 years' managerial experience. As travelling is required, a valid driver's licence is essential. Candidates must be prepared to work irregular hours.
DUTIES: Guide and support SGB's in the compilation and implementation of all relevant School policies and procedures. Guide and support all Principals and SMTs in the Circuit/Sub-District in the implementation of the NCS and CAPS in all phases. To ensure that a high quality of education is provided to all learners in his/her schools through the implementation and achievement of the QLTC objectives. To facilitate the formation and functionality of Local Education Forums for the support and implementation of Town/Cluster Based Strategy for education. To monitor and control the School Improvement Plans and School Academic Improvement Plans in order to ensure that learners achieve the highest possible performance levels in all Grades, to ensure the maximum flow of learners through the system. To capacitate and empower SMTs, RCLs and SGBs both formally and informally, so as to enable them to perform their duties maximally within their schools. To ensure that schools manage the ANA effectively in order to achieve the Schooling 2014 targets of achievement. Turn failing and fluctuating schools into institutions of excellence by ensuring that Grade 12 results in his/her schools are consistently above 75% and work towards achieving 100%. Ensure that every school implements PDMS and IQMS effectively so as to inform staff development appropriately. Be computer literate so as to check the SA-SAMS discs and records submitted by schools to the District office and EMIS. Facilitate communication between schools, Circuit/Sub-District and all Sections within the District, Head office and other government Departments where necessary, NGOs, FBOs and CBOs, for service delivery. Ensure that each school has a sound administrative and management system that eliminates and manages all risks. Monitor financial management of schools and ensure compliance with all regulations and legislation. To support, guide, monitor, control and evaluate all Principals in his/her Circuit/Sub-District as his/her immediate down-line managers, for

successful and effective school management.
ENQUIRIES: Mr. T Mtholo, 051 404 4744
CLOSING DATE: 19 DECEMBER 2013

**SENIOR EDUCATION SPECIALIST (SES):
SUBJECT ADVISOR: CURRICULUM SECONDARY
SCHOOLS: GRADES 8 - 12:
POST LEVEL 3: 3 POSTS**

SALARY: R277 194 pa (Salary Level 9)
CENTRE:
1. Lejweleputswa District, Welkom: Physical Sciences & Natural Sciences (x2): REF. NO: OBE 9/2013/3
2. Lejweleputswa District, Welkom: English, Home Language (x1): REF. NO: OBE 9/2013/4
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. **Further Requirements:** The recognized three-year qualification must preferably be a degree (major subject must be related to the specific subject above). As travelling is required, a valid driver's license is essential.
RECOMMENDATIONS: Analytical and report writing skills. Facilitation and presentation skills. Computer literacy.
DUTIES: Conduct a needs analysis of schools and educators and device intervention strategies; Provide support to educators in learning and assessment of the relevant subject field in Grades 8 - 12. Monitor and ensure effective education service delivery of educators. Be involved in the training for the monitoring of the implementation of Outcomes based Education (OBE) in Grades 8 - 12. Promote the Culture of Learning and Teaching in schools. Conduct site visits to schools to render classroom support. Interact with the relevant stakeholders at district and provincial level. Develop support groups and facilitate networking among educators. Work with subject committees in a Professional Working Groups context both at district and provincial level. Serve the needs of educators in the context of Education Resource Centres. Attend meeting and workshops provincially and nationally in respect of the relevant learning areas. Ensure coherence and alignment of activities across the Districts according to provincial and national policies. Present INSET courses and activities and assist educator in developing learning programmes. Ensure alignment of curriculum implementation to national objectives, norms and standards.
ENQUIRIES: Mrs. ME Yika, 057 916 9201
CLOSING DATE: 19 DECEMBER 2013

**SENIOR EDUCATION SPECIALIST (SES):
SUBJECT ADVISOR:
CURRICULUM PRIMARY SCHOOLS: GRADES 4 - 7:
POST LEVEL 3: 2 POSTS**

SALARY: R277 194 pa (Salary Level 9)
CENTRE:
1. Lejweleputswa District, Welkom: Mathematics (x1): REF. NO: OBE 9/2013/5
2. Lejweleputswa District, Welkom: Sesotho (x1): REF. NO: OBE 9/2013/6
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. **Further Requirements:** Major subject presented in the qualification must be related to the specific subject. 5 Years' of recent teaching experience in Primary Schools within an Outcomes Based Education (OBE) environment in the required subject. Computer literacy. As travelling is required, a valid driving licence is essential.
RECOMMENDATIONS: Analytical and report writing skills; Facilitation and presentation skills; Experience in presenting courses to adult learners. Computer Literacy. Project management and material development skills.
DUTIES: The successful candidate will: Conduct a needs analysis of schools and educators and devise intervention strategies. Provide support to educators in learning, teaching and assessment of the relevant learning areas within the GET bands of the NQF. Promote the implementation of the NCS (GET). Monitor and ensure effective education service delivery by educators. Be involved in the training for and the monitoring of the implementation of Outcomes Based Education (OBE). Promote the culture of learning and teaching in schools. Do site visits to schools to render classroom support. Interact with the relevant stakeholders at district and provincial levels. Develop support groups and facilitate networking among educators. Work with Subject Committees both at district and provincial levels. Serve educators' needs in the context of Education Resource Centres. Attend meetings and workshops provincially and nationally in respect of the relevant subject. Ensure coherence and alignment of activities across the districts according to provincial and national policies. Present INSET courses and activities and assist teachers in developing learning programmes, and filling content gaps in relation with the specific subject. Ensure alignment of curriculum implementation with national objectives, norms and standards. Monitor and support effective implementation of Foundations for Learning.
ENQUIRIES: Ms. ME Yika, (057) 916 9201
CLOSING DATE: 19 DECEMBER 2013

**SENIOR EDUCATION SPECIALIST (SES): SUBJECT
ADVISOR:
FOUNDATION PHASE: POST LEVEL 3: 1 POST: REF
NO: OBE 9/2013/7**

SALARY: R277 194 pa (Salary Level 9)
CENTRE: Lejweleputswa District, Welkom
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. **Further Requirements:** Appropriate training as a Foundation Phase educator and recent actual experience in the Foundation Phase. Proven experience in co-ordinating projects and motivating people. Computer literacy in using MS Word and Power-point. As travelling is required, a valid driver's license is essential.
RECOMMENDATIONS: Analytical and report writing skills, as well as facilitation and presentation skills.
DUTIES: Conduct need analysis of schools and educators and devise intervention strategies. Provide support to educators in the implementation of Curriculum and Assessment Policy Statement (CAPS) in the Foundation Phase and grade R. Monitor and ensure effective education service delivery at school level. Be involved in the training for and monitoring of the implementation of CAPS as well as the Foundations for Learning Programme. Participate in the development of the common quarterly tests and ensure that schools have credible School Academic Improvement

Plans as well as Subject Improvement Plans. Monitor administration and participate in development of Annual National Assessment (ANA). Participate in the strategies to improve reading, writing and calculations. Provide focused support to struggling schools. Promote the culture of teaching and learning in schools and sites offering grade R. Conduct effective site visits to schools to provide professional support and guidance to Foundation Phase educators and grade R teachers/practitioners. Establish and maintain functionality of the Professional Learning Communities (PCL). Interact with the relevant stakeholders at district and provincial level. Serve the needs of educators in the context of Education Resource Centres. Attend meetings, conferences and workshops provincially and nationally relevant Foundation Phase and grade R matters. Ensure coherence and alignment of activities in the district according to provincial and national policies. Ensure alignment of curriculum implementation to national objectives, norms and standards. Present INSET courses and activities as well as assist educators to optimally utilise teaching and learning material.
ENQUIRIES: Mrs. ME Yika, 057 916 9201
CLOSING DATE: 19 DECEMBER 2013

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.

Applications for the Department of Human Settlements to be submitted to: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the Lebohong Building, St Andrew Street, Bloemfontein. Please quote the reference number on your application.

INFORMATION MANAGER: HOUSING SUBSIDY SYSTEM REF NO HS47/2013

SALARY: Level 11 - A basic salary of R495 603 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Degree or Equivalent Qualification in Information Technology or Information Technology Systems with at least 3-4 years experience and familiar with housing environment in Public Services.
RECOMMENDATIONS: Relevant experience in a similar environment in the Public Service. Ability to Plan, manage and coordinate all resources of the unit eg. budget, human resources, equipment etc. Proven knowledge and understanding of information technology or management systems
DUTIES: Manage and coordinate the centralization of all human settlements data and information on the Housing Subsidy System towards improved decision making and promoting credible information. Standardize, evaluate and monitor software development and maintenance with developers with special emphasis to the knowledge development aspects of system development. Ensure the effective maintenance of the Housing Subsidy System, including dealing with enquiries and improving the utilization of the system, facilitating the development, implementation and maintenance of the applicable information support system. Render assistance to line managers regarding the correct and complete reporting all routine datasets and indicators by means of utilizing the information unit of the line component. Ensure maintenance and distribution of accurate human settlements information both financial and non financial.
ENQUIRIES: Mr. TS. Mokoena 051 403 3643
CLOSING DATE: 06 DECEMBER 2013

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 and rural development to be submitted to: Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x01, Glen, 9360 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, ADMIN Building, Gielie Joubert Street, Glen

**CHIEF AUDIT EXECUTIVE (1 POST)
REFERENCE NO: CAE**

SALARY: Level 13 - An all-inclusive package of R771 306 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: INTERNAL AUDIT UNIT
REQUIREMENTS: A tertiary qualification in Internal Auditing / Accounting / Finance / Public Management. A post graduate qualification in any of the above or CIA will be an added advantage. At least five year's experience in the auditing field, three of which at management level.
RECOMMENDATIONS: Knowledge and understanding of Internal Audit practices. Excellent interpersonal, communication as well as good verbal and writing skills. Managerial and organisational experience and the ability to work effectively under pressure with minimal supervision. A valid driver's license. Computer literacy
DUTIES: POLICY DEVELOPMENT AND STRATEGIC PLANNING: Develop audit policy and procedures to guide internal audit staff. Develop and manage three-year internal audit strategic and operational plans in line with Department of Agriculture's risk profile. Develop Internal Audit and Audit Committee Charters. **MANAGE THE UNIT'S RESOURCES:** Manage and develop staff, manage budget and other resources of the Unit. **ASSURANCE SERVICE:** Evaluate the risk management and anti-corruption strategies of Department of Agriculture and advice on improvements. Follow up questions raised by PROPAC and other committees of Legislature. Monitor and evaluate performance by the Internal Audit Unit. Manage all outsourced internal audit projects. **CONSULTING SERVICES:** Advice on risk management, control and governance. Facilitate enterprise-wide risk assessment for Department of Agriculture. Participation in oversight committees in the Department of Agriculture in advisory capacity. Facilitate the process of developing anti-corruption strategies. Monitor the implementation of risk management and fraud prevention/anti-corruption strategies. **STAKEHOLDER AND RELATIONSHIP MANAGEMENT:** Provide administrative support to Audit Committee. Provide information and recommendations to Head of Department and management. Manage partnership with other partners e.g. Office of the Auditor-General, SIU, Provincial Treasury, etc. Market internal audit services within Department of Agriculture and to its strategic alliances
ENQUIRIES: Ms S Dhlamini, 051 861 8425
CLOSING DATE: 06 DECEMBER 2013

**SNR MANAGER: STRUCTURED
AGRICULTURAL TRAINING (1 POST)
REFERENCE NO: SM/SAT**

SALARY: Level 13 - An all-inclusive package of R771 306 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 COLLEGE OF AGRICULTURE
REQUIREMENTS: An appropriate recognized four year B Degree or equivalent qualification in Agriculture. 3 - 5 year's 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
DUTIES: To facilitate and provide education and training in line with the Agricultural Education and Training Strategy to all participants in the agricultural section in order to establish a knowledgeable, developing and competitive sector. Manage non-formal agricultural and related training. Manage formal agricultural training (Glen College of Agriculture). Participate in the development of the 5 year strategic plan and the annual performance plan for the Directorate. Monitor the implementation of all legislation and policy matters and report monthly, quarterly and annually to enhance the overall performance of the Directorate. Plan, manage, guide & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate to ensure effective and efficient utilization of resources. Liaise, advise and support all internal & external stakeholders on all issues relating to agricultural training matters in order to ensure sound decision making and planning.
ENQUIRIES: Ms M Ramabenyane 051 861 8430
CLOSING DATE: 06 DECEMBER 2013

**SNR MANAGER: LEGAL SERVICES (1 POST)
REFERENCE NO: SM/LEGAL**

SALARY: Level 13 - An all-inclusive package of R771 306 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: LEGAL SERVICES
REQUIREMENTS: A Bachelor degree in Law, plus admission as an Advocate or Attorney, with a minimum of 6 years post-graduate experience in a legal practice or legal department in the Private or Public Sector. Proven three years management experience. Proven knowledge and experience of the following are required: Constitutional Law, Administrative Law, Interpretation of Statutes, Labour Law, Public Sector Legislation.
The following skills are also required: Exceptional written and verbal communication skills. Well-developed research, legal writing and legislative drafting skills. Innovative problem solving skills. Analytical skills. Conflict resolution. Negotiation and Interpersonal skills
RECOMMENDATION: The candidate should preferably have an appropriate post graduate degree in the field of Law.
DUTIES: The successful candidate will assume responsibility for: Advise Senior Management, MEC and Head of Department on legal issues and matters within the Department and advice on the legal implications of management decisions. Effectively administer matters related to litigation in the Department - labour and civil / criminal. Draft legislation with regard to all agricultural fields and render advice on the correct and successful implementation thereof. Draft and amend legal documents, contracts, agreements and tender documents on behalf of the Department. Render legal service, opinions and support to management and components within the Department and provide legal interpretations on matters related to the functioning of the Department. Liaise with role players representing the Department in litigation

matters. Plan, manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate to ensure effective and efficient utilization of resources.

ENQUIRIES: Mr T Ndumo, Telephone number: 861 8747

CLOSING DATE: 06 DECEMBER 2013

SNR MANAGER: LAND & AGRARIAN TRANSFORMATION: RURAL DEVELOPMENT (1 POST)
REFERENCE NO: SM/LAND

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: GLEN: RURAL DEVELOPMENT

REQUIREMENTS: An appropriate recognized four year B Degree or equivalent qualification in Agriculture. 3 - 5 year's 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

DUTIES: Align support to Land and Agrarian Transformation to equitable access and distribution of land. Ensure that the land acquired for agricultural purposes is used productively. Ensure mapping and profiling of Land Reform Farms. Develop pro-active plan for management of vulnerable farm workers and dwellers. Ensure implementation of stateland administration and management. Ensure the creation of a database of land reform beneficiaries. Participate in the development of the 5 year strategic plan and the annual performance plan for the Directorate. Monitor the implementation of all legislation and policies and report monthly, quarterly and annually to enhance the overall performance of the Directorate. Plan, manage, guide & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate to ensure effective and efficient utilization of resources. Liaise, advise and support all internal & external stakeholders on all relevant issues in order to ensure sound decision making and planning.

ENQUIRIES: Ms M Kodisang, 051 861 8494

CLOSING DATE: 06 DECEMBER 2013

SNR MANAGER: OFFICE OF THE HOD (1 POST)
REFERENCE NO: SM/HOD

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: GLEN OFFICE OF THE HOD

REQUIREMENTS: Appropriate 3 year Degree. Valid driver's license. A minimum of 3 years relevant management experience.

RECOMMENDATION: Extensive knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of Provincial / National Government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Financial Management. Knowledge of Project Management.

DUTIES: Undertake policy or line function tasks as required: Execute research, analyze information and compile complex documents for the HOD. Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings such as FOHOD, MINMEC etc.. Compile memoranda as required. Scrutinize submissions / reports, make notes and recommendations to present to the HOD. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow-up and compile reports of a transverse nature for the HOD and advise/sensitize the HOD on reports to be submitted (for example by Provincial Departments, Municipalities, Components etc.) and Compile presentations and speeches for the HOD. Coordinate external strategic alliances between the office of the HOD and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions / information / documents required. Collect and compile information for the HOD with regard to issues that needs to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Compile the agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda; and Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Provide support to the Head of Department: Scrutinize documents to determine actions / information / documents required. Collect and compile information for the Heads of Department or Branches at National level with regard to issues that needs to be discussed. Record minutes / decisions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Compile the agenda of meetings chaired by the Heads of Department or Branches at National level and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Co-ordinate the performance agreements / assessments and financial disclosures pertaining to top management; and Coordinate parliamentary enquiries. Manage general support services in the office of the Head of Department: Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and manage the engagements of the Heads of Department or Branches at National level. Manage the resources of the Head of Department: Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments. Monitor expenditure and alert the HOD with regard to possible over- and under spending. Identify the need to move funds between items compile submissions for this purpose. Monitor and evaluate the performance of the Staff in the Office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. and oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES: Mr T Ndumo, Telephone number: 051 861 8747

CLOSING DATE: 06 DECEMBER 2013

STATE VETERINARIAN (2 POSTS)
REFERENCE NO: SV

SALARY: Level 11 – An all-inclusive package of R495 603 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: Smithfield and Bethlehem

REQUIREMENTS: BVSc Degree. Registration with SAVC. Valid driver's licence (code EB). Computer skills

DUTIES: Rendering a Veterinary Health service, which would, inter alia, entail the following: Implement and maintain surveillance measures (e.g. Early warning systems), identify controlled and non-controlled diseases, implement control measures. Undertake surveys to establish the economically important diseases / conditions. Ensure that Animal Health Technicians involved in rendering an Animal Health service are properly trained to comply with the requirements of the Act. Ensure that animals are branded in accordance with the Branding of Animals Act Issue permits and health certificates for the movement of animals across borders / free and contaminated zones. Ensure farmers and Animal Health Technicians follow the correct procedures and methods to collect samples. To provide training and awareness programs (extension services) to communities with regard to Animal Health, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other members. Determine interventions required to address the needs. Implement the required interventions. Monitor the impact of the interventions. Render a Veterinary Laboratory Diagnostic and Advisory service, which would, inter alia, entail the following: Undertake post mortem, farm investigations and other examinations to identify diseases. Analyse and interpret laboratory diagnostic test results. Provide advice on the results of the diagnostic tests. Liaise with the public, farmers, and organized agriculture on the prevention and treatment of diseases. Develop and implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered. Ensure farmers and Animal Health Technicians follow the correct procedures and methods to collect samples. Render an animal disease surveillance service which would, inter alia, entail the following: Monitoring of controlled and non-controlled diseases through laboratory tests. Develop, maintain and implement disease surveillance programs. Investigate animal diseases of national and international importance. Implement contingency plans and conduct risk assessments for the outbreak of diseases. Render a VPH service, which would, inter alia, entail the following: Inspect slaughter and sterilization to ensure the maintenance of basic hygiene standards. Inspect meat and ensure that condemned meat is disposed of according to the relevant legislation. Ensure that abattoirs comply with the requirements for registration with the relevant authorities. Monitor illegal slaughter and take corrective action when necessary. Monitor import / export animal products and handling facilities to ensure compliance with the standards required by international prescripts. Audit hygiene systems and processes in slaughter and sterilization facilities to ensure compliance with prescribed standards e.g. HAS (Hygiene Assessment System). Issue certificates on the compliance of animal products with the requirements of legislation. Ensure that Meat Inspectors comply with the requirements of the Meat Hygiene Act. Provide training and awareness programs (extension services) to communities with regards to VPH, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other members. Determine interventions required to address the needs. Implement the required interventions. Monitor the impact of the interventions. To perform all administrative and

related functions which would include, inter alia, the following: Develop, implement and maintain databases. Compile reports as required (quarterly and annually). Provide inputs and proposals to functional policies. Comply with the Public Service prescripts eg. The utilization of stores and equipments, S & T etc. Provide inputs for the Operational Plan of the Veterinary Unit. Supervise the staff of the State Vet Office. 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 veterinary service e.g. animal health, veterinary public, health, veterinary diagnostics). Monitor and study the Animal Health, Veterinary Public Health, Veterinary Diagnostic legal and policy frameworks continuously to enable him / her to perform the Animal Health functions according to the required standards. Study professional journals and publications to ensure that cognisance is taken of new developments. Keep abreast of the latest developments in Animal Health, Veterinary Public Health, Veterinary Diagnostic technologies

ENQUIRIES: Dr K Mojapelo, 051 4363677

CLOSING DATE: 06 DECEMBER 2013

SENIOR MANAGER: STRATEGIC COMMUNICATIONS AND INFORMATION SERVICES (1 POST)
REFERENCE NO: SM/COMM

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: GLEN

REQUIREMENTS: Recognized 3 year qualification or equivalent qualification. 6 years proven relevant work experience in the field of communication. Valid driver's license (code B)

RECOMMENDATIONS: Advanced knowledge of communication, media management, public relations, public participation and public education. Proven strategic Management & Leadership Skills. Communication/presentation skills (advanced). People management -, change management - & financial management skills (advanced). Customer Care skills (advanced)

KEY PERFORMANCE AREAS: Provide strategic direction and expert advice on all areas of responsibility. Develop communication policies and marketing strategy that fundamentally supports functioning of the Department of Agriculture and Rural Development and integrate it within the broader departmental strategy. Manage branding of the Department and effectively manage relationships with strategic, corporate partners and key service providers. Oversee all communication programmes & projects. Manage & coordinate the provision of efficient & effective secretariat, registry & library services within the Department. Manage departmental events within the Department of Agriculture and Rural Development. Liaise with all internal or external stakeholders regarding strategic communication issues. Plan, manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate to ensure effective and efficient utilization of resources. Advise all internal & external stakeholders on all issues relating to strategic communication in order to ensure sound decision making and planning

ENQUIRIES Mr T M Ndumo, Telephone number: 051 861 8747

CLOSING DATE: 06 DECEMBER 2013