



Enquiries: Mrs T van der Berg

Ref:

**TO: OFFICE OF THE MEC  
HEAD OF DEPARTMENT: AGRICULTURE & RURAL DEVELOPMENT  
OFFICE OF THE HOD  
DDG  
GEN MANAGER: CORPORATE SERVICES  
GEN MANAGER: RURAL DEVELOPMENT  
CHIEF AUDIT EXECUTIVE  
CHIEF FINANCIAL OFFICER  
GEN MANAGER: DISTRICT SERVICES  
GEN MANAGER: AGRICULTURAL DEVELOPMENT SUPPORT  
SNR MANAGER: MANGAUNG METRO  
SNR MANAGER: XHARIEP DISTRICT  
SNR MANAGER: LEJWELEPUTSWA DISTRICT  
SNR MANAGER: THABO MOFUTSANYANA DISTRICT  
SNR MANAGER: FEZILE DABI DISTRICT  
SNR MANAGER: VETERINARY SERVICES  
SNR MANAGER: SUSTAINABLE RESOURCE MANAGEMENT  
SNR MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING  
SNR MANAGER: RURAL DEVELOPMENT  
ACTING SNR MANAGER: GLEN AGRICULTURAL INSTITUTE  
SNR MANAGER: LEGAL SERVICES  
SNR MANAGER: SUPPLY CHAIN MANAGEMENT  
SNR MANAGER: FACILITIES AND AUXILIARY SERVICE  
SNR MANAGER: GOVERNMENT INFORMATION TECHNOLOGY  
ACTING SNR MANAGER: AGRIC ECON DEV & PLANNING  
SNR MANAGER: PERFORMANCE OVERSIGHT AND PLANNING  
SNR MANAGER: RESEARCH AND DEVELOPMENT  
SNR MANAGER: FARMER SUPPORT  
SNR MANAGER: STRATEGIC COMMUNICATION  
HEADS OF COMPONENTS  
ALL STAFF**

**HUMAN RESOURCE CIRCULAR NO 3 OF 2018**

**ADVERTISEMENT OF POST: DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT**

**CLOSING DATE: 27 MARCH 2018**

The above-mentioned circular is attached for your information. Kindly bring its contents to the attention of all staff.

**M.P. Thabethe  
HEAD OF DEPARTMENT: AGRICULTURE & RURAL DEVELOPMENT**

**DATE: 20/02/2018**



## FREE STATE PROVINCIAL GOVERNMENT

*Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

### 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

### **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 x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2<sup>nd</sup> Floor, Admin Building, Glen

**CLOSING DATE: 27 MARCH 2018**

### **SNR MANAGER: STRUCTURED AGRICULTURAL TRAINING (1 POST)**

**REFERENCE NO: SM/SAT**

**SALARY:** Level 13 – An all-inclusive package of R 948 174 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: GLEN COLLEGE OF AGRICULTURE

### **REQUIREMENTS:**

An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Agricultural Economics. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B).

### **RECOMMENDATIONS:**

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:**

Dr N Nhlabatsi, Telephone number: 051 861 8483

Private Bag X01, GLEN, 9360

ADMIN Building, 2<sup>nd</sup> Floor, Room 235, Gielie Joubert Street, Glen

Tel: (051) 861 8736

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

**SALARY:** Level 13 – An all-inclusive package of R 948 174 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:**

An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in Internal Auditing / Accounting / Finance. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B). A post graduate qualification in any of the above or CIA will be an added advantage.

**RECOMMENDATIONS:**

Knowledge and understanding of Internal Audit practices. Advanced Project Management skills. Proven Strategic Management & Leadership Skills. Advanced communication / presentation skills. Advanced People Management -, Change Management - and Financial Management skills

**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 L Mngomezulu, Telephone number: 051 861 8425

**SNR MANAGER: AGRICULTURAL ECONOMIC DEVELOPMENT AND PLANNING (1 POST)**  
**REFERENCE NO: SM**

**SALARY:** Level 13 – An all-inclusive package of R 948 174 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: AGRICULTURAL ECONOMICS SECTION

**REQUIREMENTS:**

An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Agricultural Economics. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B).

**RECOMMENDATIONS:**

Advanced Project Management skills. Proven Strategic Management & Leadership Skills. Advanced communication / presentation skills. Advanced People Management -, Change Management - and Financial Management skills

**DUTIES:**

Manage and coordinate the provision of agri-business support and development services. Manage and coordinate the provision of micro-economics services. Manage and coordinate macro-economics and statistical services. Coordinate the rendering of agricultural marketing services. Coordinate project management and funding services. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

**ENQUIRIES:**

Dr N Nhlabatsi, Telephone number: 051 861 8483

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Tel: (051) 861 8736

**SNR MANAGER: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**  
**REFERENCE NO: HR**

**SALARY:** Level 13 – An all-inclusive package of R 948 174 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: HUMAN RESOURCES

**REQUIREMENTS:**

An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Human Sciences / Management / Public Administration. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B)

**RECOMMENDATIONS:**

Analytical & research skills (Advanced). Leadership Skills. Communication/presentation skills (advanced). People management -, Change Management - & Financial Management skills. Project management skills.

**DUTIES:**

Provide human resource administration services. Manage the coordination of HR utilization and development programmes. Manage and facilitate human resource planning, strategy and systems. Manage and facilitate the provision of labour relations services. Manage and facilitate the provision of employee wellness and programmes. Manage and facilitate the provisioning of human resource management services. Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfill its role in delivering a service to the communities / clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e Auditor General, DPSA, etc.). Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

**ENQUIRIES:**

Mr T M Ndumo, Telephone number: 051 8618747

**SNR MANAGER: SPECIAL PROGRAMMES**  
**REFERENCE NO: SP**

**SALARY:** Level 13 – An all-inclusive package of R 948 174 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: SPECIAL PROGRAMMES

**REQUIREMENTS:**

An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Human Sciences / Social Science / Management / Public Administration. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B)

**RECOMMENDATIONS:**

Analytical & research skills (Advanced). Leadership Skills. Communication/presentation skills (advanced). People management -, Change Management - & Financial Management skills. Project management skills.

**DUTIES:**

Promote advocacy designated groups (Youth, Women, Children, Elderly and the Disabled) in order to ensure the Department is implementing programmes on equality and equity. Facilitate and support activities for WARD / YARD (e.g. Capacity Building Programs, Awareness Campaigns) and support vulnerable groups identified through Rural Development Household profiling (e.g. Widows, Child headed). Support and Facilitate Provincial / National Gender Actions plans. Facilitate the best practices on Mainstreaming Transversal issues. Facilitate the Programs / Calendar for all the relevant events to be commemorated in collaboration with relevant Departments (e.g. Disability Day). Coordinate the development, implementation & monitoring of all policies related to Special Programmes within the relevant Frameworks e.g. Youth and Gender Policy Framework, Disability Framework, Disability Framework and Children's Right Act, etc. Plan, manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Programme to ensure effective and efficient utilization of resources. Participate in the development of the 5 year strategic plan and the annual performance plan for the Special Programmes Directorate. Monitor the implementation of special programmes matters and report monthly, quarterly and annually to enhance the overall performance of the Directorate

**ENQUIRIES:**

Mr T M Ndumo, Telephone number: 051 8618747

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Tel: (051) 861 8736

**MANAGER: MORAL REGENERATION (1 POST)**  
**REFERENCE NO: MMR**

**SALARY:** Level 11 – An all-inclusive package of R 657 558 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: SPECIAL PROGRAMMES

**REQUIREMENTS:**

An appropriate B-degree or equivalent qualification in the field of Human Sciences / Social Science / Management / Public Administration. 3-5 years work experience

**RECOMMENDATIONS:**

Deep knowledge of Special Programme machinery in the public service. Deep knowledge and understanding of the legislative framework governing Special Programmes mainstreaming and advocacy in the public service. Knowledge of the departmental and/or public service target towards maintaining equity in the workplace.

**DUTIES:**

Develop, maintain, coordinate and facilitate policy matters related to moral regeneration. Ensure and report on the implementation of a moral regeneration programme by the department. Liaise with various departments on the development and implementation of a moral regeneration development plan. Monitor and evaluate effectiveness of the implementation of moral regeneration programmes. Manage human and capital resources allocated to the unit. Participate in strategic and operational planning as well as budget planning on middle management level and liaise with internal and external clients in order to coordinate activities and to share relevant information.

**ENQUIRIES:**

Ms S Maneli, Telephone number: 051 8618632

**MANAGER: SPECIAL PROJECTS (1 POST)**  
**REFERENCE NO: MSP**

**SALARY:** Level 12 – An all-inclusive package of R 779 295 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: SPECIAL PROGRAMMES

**REQUIREMENTS:**

An appropriate B-degree or equivalent qualification in the field of Human Sciences / Social Science / Management / Public Administration. 3-5 years work experience

**RECOMMENDATIONS:**

Deep knowledge of Special Programme machinery in the public service. Deep knowledge and understanding of the legislative framework governing Special Programmes mainstreaming and advocacy in the public service. Knowledge of the departmental and/or public service target towards maintaining equity in the workplace.

**DUTIES:**

Coordinate and support provincial / district IGR activities. Monitor adherence to good corporate governance practices. Manage and support district relations. Ensure departmental support to IDP processes by means of participation, evaluation and constructive feedback. Manage the development and implementation of special projects. Manage human and capital resources allocated to the unit. Participate in strategic and operational planning as well as budget planning on middle management level and liaise with internal and external clients in order to coordinate activities and to share relevant information. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required.

**ENQUIRIES:**

Ms S Maneli, Telephone number: 051 8618632

**MANAGER: AGRICULTURAL ECONOMICS (2 POSTS)**  
**REFERENCE NO: MAE**

**SALARY:** Level 12 – An all-inclusive package of R 779 295 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: AGRICULTURAL ECONOMICS SECTION

**REQUIREMENTS:**

Appropriate B Sc Degree in Economics or Agricultural Economics. 6 years relevant experience required. Valid driver's license (Code B)

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Tel: (051) 861 8736

## **RECOMMENDATIONS:**

Advanced computer skills. Statistical skills. Advanced negotiation skills. Knowledge of economic and advanced financial analytical techniques. Advanced communication / presentation skills.

## **DUTIES:**

Continuous in-depth study / research of developments / patterns / trends in a specific agricultural environment. Manage the analysis / identification of economic questions / challenges in a specific environment / situation (specific districts / areas, a specific industries, specific events / circumstances) pertaining to legislation / strategy / policy / initiatives / interventions: Environmental scanning. Monitoring and evaluation of the impact of threats and opportunities (variables / non-variables). Consultation with stakeholders. Performing feasibility and viability studies. Design, complete and implement policy, strategies and interventions. Manage the application, adaptation and /or development of models in order to reflect the current situation and/or forecast/project possible scenarios. This will entail, inter alia, the following: - Identify and prioritize the opportunities and threats (variables / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future – local and international) on opportunities and threats (variables / non-variables) in relation to specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analysis to address the policy questions and propose interventions. Initiate, design and manage the compilation of the final output e.g. reports, position papers, information documents, policy documents, populated databases, international agreements. Manage the provision of advice to internal & external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment. Manage the development, monitoring and evaluation of business plans. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia, the following: - Benchmarking, Methodologies, Partnerships and inter-sectoral collaboration (nationally & internationally). Perform administrative and related functions which would, inter alia, entail the following: - Provide inputs for budget planning. Compile and submit reports. Guidance to internal clients, co-workers etc. Develop the annual work plan. Comply with the Public Service prescripts and departmental policies. Personnel management and development. Ensure authenticity of database information.

## **ENQUIRIES:**

Dr N Nhlabatsi, Telephone number: 051 861 8483

## **AGRICULTURAL ADVISOR (1 POST) REFERENCE NO: AA**

**SALARY:** Level 8 – A basic salary of R 281 418 per annum

**CENTRE:** LEJWELEPUTSWA DISTRICT: WINBURG

## **REQUIREMENTS:**

Appropriate 4 years B Sc Degree or equivalent in Agriculture. Valid driver's license (code B). No experience required. Computer skills. Knowledge of extension methodology. Compulsory registration with SACNASP is required.

## **DUTIES:**

**Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development, which would inter alia, entail the following:** - Efficient methods of utilization of resources like soil, water, veld, money, etc. Demonstrations of farming/production methods. Present/organise farmers days, information sessions etc. Constant farm visits for impact assessment and problem identification. Source inputs from specialists as required. Provide scientific and technical inputs as required by clients and departmental staff. Provide clients with information concerning financial assistance. **Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders which would, inter alia, entail the following:** - Support the establishment of co-operatives, farmers associations, interest groups etc.; Source, interpret and disseminate relevant information on various subject areas e.g. industrial positioning, improvement of revenue, animal science, crop science etc. for perusal by seniors. Facilitate capacity building under guidance of more senior personnel by developing the relevant training material, presenting courses to farmers and other stakeholders. Facilitate the development and implementation of business plans. **Provide technical support on Government funded projects (such as CASP, LRAD, etc.) and also assist with planning, advice and after care which would, inter alia, entail the following:** - Mobilize groups to form entities or institutions. Facilitate the development and implementation of business plans. **Promote sustainable production of Agricultural products which would, inter alia, entail the following:** - Gather and analyze the relevant information in order to assist with identification of problem areas and prioritization thereof by e.g. conducting extension surveys etc. Facilitation of the identification of real and perceived needs. Establish structures to address the need identified. Promote the implementation of best practices, technologies and latest trends. Provide inputs for the identification and development of appropriated extension programs. Evaluate the success/effectiveness of production systems and programs and put measures in place to ensure ongoing improvement. Provide continuous support to ensure sustained production and improvement. **Establish and enhance the relationship with clients and (internal and external) stakeholders. Involvement in research activities under guidance of seniors which would, inter alia, entail the following:** - Determine the research needs of the area. Communicate those needs to the research component. Do adaptive research in order to enable farmers and other clients to utilize research results in practice. Evaluate the success of implementation of research results. Interpretation and communication of research data for farmers and other role players. **Perform administrative and related functions which would, inter alia, entail the following:** - Keep relevant databases up to date. Compile and submit monthly and quarterly reports. Provide inputs to the Operational Plan for the Unit. Supervise subordinated / Provide guidance to internal clients, co-workers etc. Comply with the Public Service Prescripts. Safe keeping of office (where applicable). **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 extension service.** This would, inter

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alia, entail the following: - Study technological advances and best practices to enable him / her to perform the extension function according to the required standards.

**ENQUIRIES:**

Dr T J Masiteng, Telephone number: 051 861 8423

**SNR AGRICULTURAL ECONOMIST (2 POSTS)**

**REFERENCE NO: SAE**

**SALARY:** Level 10 – A basic salary of R 417 552 per annum

**CENTRE:** GLEN: AGRICULTURAL ECONOMICS SECTION

**REQUIREMENTS:**

Appropriate Hons Degree or equivalent qualification with Economics and / or Agricultural Economics as major subjects. 3 years experience required. Valid driver's license

**RECOMMENDATION:**

Advance Computer skills. Advanced Negotiation skills. Knowledge of economic and advanced financial analytical techniques. Statistical skills. Communication / presentation skills.

**DUTIES:**

Continuous in-depth study / research of developments / patterns / trends in a specific agricultural environment. Undertake and oversee the analysis / identification of economic questions / challenges in a specific environment / situation (specific districts / areas, a specific industries, specific events / circumstances) pertaining to legislation / strategy / policy / initiatives / interventions: Environmental scanning. Monitoring and evaluation of the impact of threats and opportunities (variables / non-variables). Consultation with stakeholders. Performing feasibility and viability studies. Undertake and oversee the application, adaptation and / or development of models in order to reflect the current situation and/or forecast / project possible scenarios. This will entail, inter alia, the following: - Identify and prioritize the opportunities and threats (variables / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future – local and international) on opportunities and threats (variables / non-variables) in relation to specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Undertake and oversee the compilation of the final output e.g. reports, position papers, information documents, policy documents, populated databases, etc. Undertake and oversee the provision of advice to internal & external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment. Undertake and oversee the development and evaluate business plans through, inter alia: Conduct project appraisals. Conduct viability and feasibility studies. Mobilize human resources for implementation of projects. Oversee the execution of projects (on farm / enterprise level) by extension officers: Evaluate existing farm / enterprise systems. Decide on appropriate economic business model. Perform gap analysis to determine applicable interventions to achieve desired outcome. Measure level / extent of success throughout the course of the project. Monitoring and evaluation of the impact on project beneficiaries. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia, the following: Benchmarking, Methodologies, Partnerships and inter-sectoral collaboration (nationally & internationally). Perform administrative and related functions which would, inter alia, entail the following: - Give input towards policy. Provide inputs for budget planning. Compile and submit reports. Guidance to internal clients, co-workers etc. Participate in developing the annual work plan. Comply with the Public Service prescripts and departmental policies. Develop, implement and maintain databases. HR responsibility including: Supervise supervisees; development of supervisees; maintain discipline, plan and prioritise work of supervisees and performance management.

**ENQUIRIES:**

Mr C Fourie, Telephone number: 051 861 8434

**ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (1 POST)**

**REFERENCE NO: ET**

**SALARY:** A basic salary of between R 274 440 and R 338 253 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:** THABO MOFUTSANYANA DISTRICT: QWA QWA

**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

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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: 051 861 8338

**LECTURER: AGRICULTURAL COLLEGE (1 POST)**

**REFERENCE NO: LEC**

**SALARY:** Level 8 – A basic salary of R 281 418 per annum

**CENTRE:** GLEN COLLEGE OF AGRICULTURE

**REQUIREMENTS:**

Appropriate 4 years B Sc Degree or equivalent. 3 years relevant experience required. Computer skills. Formal training and resenation skills

**DUTIES:**

Prepare lesson plans and present practical, theoretical and/or short courses. This would entail, inter alia, the following:- Prepare, practical and theoretical material; Present classes; Maintain discipline during classes. Renewal and development of course material and study guides. This would entail, inter alia, the following: - Do basic and information research in the subject field; Provide input for curriculum development; Integrate relevant findings in existing courses; Develop totally new courses if required; Liaise with relevant agricultural role players; Align course material with requirements set for academic institutions. Assessment of students through inter alia:- Compilation of question papers and memorandums for examinations; Grading of answer sheets, papers and assignments; Practical evaluation; Invigilate during exams and tests. Administrative responsibility. This would include, inter alia, the following:- Give input towards policy, Give input regarding planning – academic, facilities, finance, etc. Develop year plans for classes. Administration i.t.o classes e.g. attendance registers, student records, exam results etc.; Serve on various committees (e.g. subject academic committees etc.); Comply with the Public Service prescripts. Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

**ENQUIRIES:**

Ms N Nkoanyane, Telephone number: 051 861 1430

**COLLEGE TECHNICIAN (1 POST)**

**REFERENCE NO: LEC**

**SALARY:** Level 7 – A basic salary of R 226 611 per annum

**CENTRE:** GLEN COLLEGE OF AGRICULTURE

**REQUIREMENTS:**

3 year Diploma in Agriculture or equivalent. 3 years relevant practical agricultural experience required. Valid driver's license. Computer skills. Tractor driving and operating skills

**DUTIES:**

Provide practical training sessions to students at the College of Agriculture to ensure that practical knowledge of all farming activities is acquired and can be executed. Develop and prepare thorough and effective lesson plans and study guides according to HEQC pro-forma requirements to ensure up to date and high standard material. Ensure that all material related to the practical training are available for training purposes and secure procurement if and when necessary. Develop proper examination / test material (for practical training, e.g. sheep shearing / tractor driving / welding) in order to test the acquired skills, knowledge and abilities of students and finalize evaluation of students and evaluation results within the specified time-frame. Assist with the invigilation of both tests and examinations as per drafted College time-table to ensure that the HEQC standards are met. Liaise with other relevant role-players that should assist in ensuring that quality practical training can be provided to students. Assist with the coaching of students in all sport activities of the College, i.e. Rugby, Soccer, Netbal, Tennis, etc. and assist with the arrangements for matches and accompany students to sport tournaments and matches. Perform all administrative and related functions which would include, *inter alia*, the following:- compile reports as required (monthly, quarterly and annually); provide basic inputs and proposals to functional policies; comply with the Public Service prescripts eg. transport, supply chain, S & T etc; give inputs for budget planning purposes. 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 Formal Training service. This would, *inter alia*, entail the following:- Keep abreast of the latest developments in the agricultural field and policy frameworks to enable him / her to perform the Formal Training functions according to the required standards; Study scientific journals and publications to ensure that cognisance is taken of new developments.

**ENQUIRIES:**

Ms N Nkoanyane, Telephone number: 051 861 1430

Private Bag X01, GLEN, 9360

ADMIN Building, 2<sup>ND</sup> Floor, Room 235, Gielie Joubert Street, Glen

Tel: (051) 861 8736



**PROFESSIONAL ENGINEER (PRODUCTION) GRADE A (1 POST)**  
**REFERENCE NO: ENG**

**SALARY:** A basic salary between R 637 875 and R 687 171 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience)

**CENTRE:** GLEN: AGRICULTURAL ENGINEERING SECTION

**REQUIREMENTS:**

An Engineering degree (B. Eng / B Sc Eng) or relevant qualification. 3 years post qualification engineering experience. A valid driver's licence. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (proof of registration must be attached). The ideal candidate must be fully conversant with the latest design techniques, estimating procedures, quality control techniques and preparation of bid specifications. Ability to work independently and function as a production unit. Strong problem solving and good leadership abilities. Excellent communication skills are essential.

**DUTIES:**

Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Human capital development: - Ensure training and development of technicians and candidate engineers to promote skill / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes and administer performance management and development. Office administration and budget planning: - Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure and report on expenditure and service delivery. Research and development: - Continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise; and liaise with relevant bodies / councils on engineering-related matters.

**ENQUIRIES:**

Mr H Grobler, Telephone number: 051 861 8606

**MANAGER: HUMAN RESOURCE ORGANISATION STRATEGY AND PLANNING (1 POST)**  
**REFERENCE NO: HRP**

**SALARY:** Level 11 – An all-inclusive package of R 657 558 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: HUMAN RESOURCE ORGANISATION STRATEGY AND PLANNING SECTION

**REQUIREMENTS:**

Appropriate 3 year Degree in Human Resource Management or equivalent with 3 – 5 years experience

**DUTIES:**

Develop and implement human resource planning strategies and processes. Coordinate the development of the human resource plan. Manage and coordinate organizational design services. Conduct and facilitate job evaluation processes. Manage resources which include, inter alia: Training, mentoring and development, performance management, work allocation, etc.

**ENQUIRIES:**

Mr T Ndumo, Telephone number: 051 8618747

**CLEANER (5 POSTS)**  
**REFERENCE NO: CLEANER**

**SALARY:** Level 2 – A basic salary of R 90 234 per annum

**CENTRE:** FEZILE DABI DISTRICT: SASOLBURG AND PARYS AND MANGAUNG METRO: THABA NCHU  
THABO MOFUTSANYANA DISTRICT: PAUL ROUX, CLOCOLAN

**REQUIREMENTS:**

ABET Training. No experience required.

**RECOMMENDATION:**

Basic numeric and literacy.

**DUTIES:**

Provisioning of cleaning services. Cleaning offices corridors, elevators and boardrooms by: dusting and waxing office furniture. Sweeping,

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scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by; cleaning of basins and wash and keep stock of kitchen utensils. Cleaning the restrooms by: refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners, etc.) and equipment after use. Request cleaning materials.

**ENQUIRIES:**

Fezile Dabi District: Mr J Robberts, Telephone number: 016 9762013

Mangaung Metro: Ms T Mokone, Telephone number: 051 8751166

Thabo Mofutsanyana District: Mr G Madiba, Telephone number: 058 7187334

**ADMINISTRATIVE CLERK (2 POSTS)**

**REFERENCE NO: AC**

**SALARY:** Level 5 – A basic salary of R152 862 per annum

**CENTRE:** FEZILE DABI DISTRICT: SASOLBURG

XHARIEP DISTRICT: PETRUSBURG

**REQUIREMENTS:**

A grade 12 certificate or equivalent. No previous experience required

**DUTIES:**

Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange traveling and accommodation. Keep and maintain the attendance register of the component. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

**ENQUIRIES:**

Mr J Robberts, Telephone number: 016 9762013

Mr S van Schalkwyk, Telephone number: 051 7130480

**CHEF (1 POST)**

**REFERENCE NO: CH**

**SALARY:** Level 6 – A basic salary of R 183 558 per annum

**CENTRE:** GLEN: STRUCTURED AGRICULTURAL TRAINING

**REQUIREMENTS**

Qualification in hospitality and / or cuisine field

**DUTIES:**

To ensure that the dietary and nutritional needs of the Glen students at the College are met. The management of catering supplies to enable services to be rendered efficiently. The management of the maintenance of equipment and working areas to ensure the good working order thereof and to satisfy hygiene requirements. The management of resources to ensure the optimal utilization thereof.

**ENQUIRIES:**

Ms Q Utloa, Telephone number: 051 861 8316

**HOSPITALITY OFFICER (1 POST)**  
**REFERENCE NO: HO**

**SALARY:** Level 7 – A basic salary of R 226 611 per annum

**CENTRE:** GLEN: STRUCTURED AGRICULTURAL TRAINING

**REQUIREMENTS**

Degree / Diploma in Hospitality Management / Food Service Management or relevant field

**DUTIES:**

Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus en recipes. Monitor stock levels and order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs

**ENQUIRIES:**

Ms Q Utloa, Telephone number: 051 861 8316

**LEGAL ASSISTANTS (2 POSTS)**  
**REFERENCE NO: LEGAL**

**SALARY:** Level 5 – A basic salary level of R 152 862 per annum

**CENTRE:** LEGAL SERVICES: (SASOLBURG AND WELKOM BASED)

**REQUIREMENTS:**

GRADE 12

**DUTIES:**

Coordinate and attend matters around farm evictions, farm dwellers and farm worker conditions. Give legal advice to farmers and famer workers whether to go to court or to mediate. Provide training on Labour Laws, Health and Safety in the work place and Land Laws.

**ENQUIRIES:**

Mr T Letsoara, Telephone Number: 051 861 8413

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