

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 for posts advertised by the Department of the Premier: 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.

PERSONAL ASSISTANT TO THE CFO

REFERENCE NO: PA:CFO

SALARY: Level 7 – A basic salary of R140 208.00 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Secretarial Diploma or equivalent qualification and/or relevant experience in rendering support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Fully computer literate. Sound organizing, written communication and Good people skills. Knowledge on relevant legislation/ policies/prescripts and procedures. Basic knowledge on financial administration.

DUTIES: The following will be expected of the successful candidate: Provides a Secretarial/receptionist support service to the Chief Financial Officer. This entails, inter alia, the following:Performs advanced typing work. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Renders an administrative support services. This entails, inter alia, the following: Ensure the effective flow of information and documents to and from the office of the Chief Financial Officer. Ensure the safekeeping of all documentation in the office of the Chief Financial Officer in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, eg: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Financial Officer. Collects, analyzes and collates information requested by the Chief Financial Officer. Ensures that travel arrangements are well coordinated. Provides support to the Chief Financial Officer regarding meetings. This entails, inter alia, the following: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Chief Financial Officer to inform him on the contents. Records minutes/decisions and communicates to relevant roleplayers. Prepare briefing notes for the Chief Financial Officer as required. Supports the Chief Financial Officer with the administration of his budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Mr. M.N.G. Mahlatsi, Telephone number: 051 4054017

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

DEPARTMENT OF SOCIAL DEVELOPMENT

COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1

REFERENCE NO: DC 18/15/10

SALARY: A basic salary of R 118 512
(This salary will commensurate with years of relevant experience)

CENTRE: BOSHOF x 3, REFERENCE NO: DC 18/15/10. FRANKFORT, REFERENCE NO: DC 20/33/10 X1 MOTHEO, REFERENCE NO: 17/19/10 X1 (JAGGERSFONTEIN) REFERENCE NO: DC 16/14/10 KOFFIEFONTEIN, REFERENCE NO: DC 16/13/10

REQUIREMENTS: An appropriate National Diploma or bachelors Degree. Knowledge in the functioning of NGOs, CBOs, FBOs and other related stakeholders. Valid driver's licenseComputer literacy

DUTIES: Arrange funding for CBO's , NGO's etc. and provide training for the proper functioning of these structures. Identify new early childhood development centres (ECDs), day care centre for disabled and ensure registration evaluation of these centres. Ensure the establishment of support groups in the community related to e.g. HIV/AIDS poverty alleviation, aged and disabled, women and alcohol and drug abuse. Supervise and manage performance and development of staff. Coordinate and facilitate various department programmes e.g. awareness

ENQUIRIES: Ms. P. Mphatsoe Telephone number: (057) 916 8728 (BOSHOF), T. JONGOLO Telephone: (056) 216 8090 JAGGERSFONTEIN and KOFFIEFONTEIN, Mr Tladi Telephone number: (051) 205 0229. MOTHEO, Mr J Maikgoshu Telephone number: (051) 403 2200

CHILD AND YOUTH CARE WORKER- SUPERVISOR GRADE 1

REFERENCE NO: DC 20/19/10

SALARY: A basic salary of R 108,454 per annum (This salary will commensurate with years of relevant experience)

CENTRE: MATETE MATCHES

REQUIREMENTS: Grade 12, Extensive experience in Child and Youth Care work after obtaining the required qualification. Proven ability to supervise and manage team leaders

DUTIES: Facilitate and supervise (secure), the caring for and life space interventions of children and young people. Form part of a multi disciplinary team. Supervise staff to ensure an effective care service. Keep up to date with new developments in the child and youth care field. Supervise and perform clerical/ administration functions. Perform staff development and performance management task. Compile monthly and quarterly reports

ENQUIRIES: Mr. H. Diamond Telephone Numbers: 056 212 3445

CHILD AND YOUTH CARE WORKER. TEAM LEADER GRADE 1

REF NO: MATETE MATCHES DC 20/22/10, TSHIRELETSONG DC 17/17/10

SALARY: A basic salary of R 85 614 per annum.

CENTRE: MATETE MATCHES X1, TSHIRELETSONG X1

REQUIREMENTS: Grade 12, 7 years appropriate experience in Child and Youth Care work after obtaining the required qualification

DUTIES: Serve as a team leader for Child and Youth Care Worker during a shift Facilitate and supervise the caring and support of children awaiting trial in the Child and Youth Care Centre. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work related to the job as well as on supervision and performance management and development of staff. Assist with the care of children as the need arises

ENQUIRIES: Mr. D.H Diamond, Telephone number: (056) 212 3445, Ms. J. Pottas, Tel number: (051) 435 3317

NURSING ASSISTANT (GRADE 1 X3)

REFERENCE NO: DC 17/16/10

SALARY: Salary level 3 – A basic salary of R 72 156 per annum.

CENTRE: Thaba-Nchu (Boiketlong)

REQUIREMENTS: Grade 12 with appropriate knowledge in Basic Nursing Care. Registration with the South African Nursing Council

DUTIES: Monitor health of residence through observation. Provide nursing services. Prepare medical accessories. Provide support to outreach programmes. Provide support to the developmental care of residents. Escort residents on outings and hospitals/clinics. Liaise with other sections and role players on health and care services. Supervise junior staff and recreational programs. Be prepared to work day and night shifts

ENQUIRIES: Mr. K.W Tshukudu, Telephone number: 051 873 2224

ACCOUNTING CLERK SPECIALISED SUPPORT SERVICES

REFERENCE NO: DC 20/13/10

SALARY: Salary level 3 – A basic salary of R66 750 per annum.

CENTRE: FEZILE DABI (FRANKFORT)

REQUIREMENTS: Grade 12 with Accounting as a fully passed subject or equivalent qualifications with Accounting. Knowledge of Public Finance Management Act (PFMA) Treasury Regulations and Departmental Financial Regulations. Computer literacy

DUTIES: Ensure effective day to day administration of finance and related ledger accounts

Verify accounting records for completeness; Safeguarding of accounting records. Capture data on computer and files. Archiving and disposal of accounting records. Manage, index and reference accounting records. Compile monthly telephone reports. Assist with budget of the section

ENQUIRIES: Fezile Dabi (Frankfort) Ms T Jongolo (056) 212 3295

ADMINISTRATION CLERK SPECIALISED SUPPORT SERVICES

REFERENCE NO: BOSHOF DC 18/23/10; FEZILE DABI FRANKFORT DC 20/29/10; MATETE MATCHES DC 20/30/10;

SALARY: Salary level 3 – A basic salary of R 66 750 per annum.

CENTRE: BOSHOF 1; FEZILE DABI FRANKFORT 1; MATETE MATCHES 1

REQUIREMENTS: Grade 12 with appropriate experience in Asset Management. Computer literacy

DUTIES: General Office Administration. Typing of reports. Maintain the filing system

Assist with switchboard services. Manage photocopy service

ENQUIRIES: Boshoff; Ms Mphatsoe, Telephone: (057) 916 8740 Frankfort; Ms T Jongolo Telephone: (056) 216 8090. Matete Matches; Mr D.H Diamond, (056) 212 3445

ADMINISTRATION CLERK SUPPLY CHAIN MANAGEMENT

REFERENCE NO: DC 17/14/10

SALARY: Salary level 3 – A basic salary of R 66 750 per annum.

CENTRE: TSHIRELETSONG

REQUIREMENTS: Grade 12 with appropriate experience in Asset Management. Computer literacy

DUTIES: Ordering of store items. Issuing of store items. Obtain of quotations. Completion of Log 1s. Maintain asset register

ENQUIRIES: Tshireletsong. Ms J Pottas (051) 435 3317

CARE WORKER GRADE 1

REFERENCE NO: BOIKETLONG DC 17/15/10; THEKOLOHELONG DC 19/19/10

SALARY: A basic salary of R76 746 per annum. This salary will commansurate with relevent years of expience.

CENTRE: THEKOLOHELONG (Qwaqwa) Thaba-Nchu Boiketlong)

REQUIREMENTS: Relevant Certificate and experience in caring services

RECOMMENDATION: Knowledge in Home Based Care

DUTIES: Perform 24 hours caring service of a routine nature to the frail, elderly and disabled residents. Participate in presentation of recreational programmes to the frail, elderly and disabled residents. Escort residents to different programmes, outings and hospitals/clinics. Provide support to recreational programs. Provide support to outreach programs. Be prepared to work shifts and night duty

ENQUIRIES: Boiketlong; Ms. K.W Tshukudu Telephone: (051) 873 2224, Thekolohelong. . Ms. S.E. Mlangeni; Telephone (058) 713 0061

SECURITY OFFICER

REFERENCE NO: FRANKFORT DC 20/15/10; BOSHOF DC 18/14/10; THEKOLOHELONG DC 19/20/10; LERATONG DC 19/21/10

SALARY: Salary level 3 – A basic salary of R 66 750 per annum.

CENTRE: FRANKFORT 12; BOSHOF 8; THEKOLOHELONG 1; LERATONG 2

REQUIREMENTS: Grade 12, Knowledge of relevant regulation regard to security measures and possible risk.At least Grade C Security Certificate

RECOMMENDATION: Code EB Driver's License

DUTIES: Execute access control. Check supplier, article and objective. Patrol and control of admission. Report security risk to supervisor. Rotate between different security post. Relief of other security officials

ENQUIRIES: Fezile; Dabi; Ms. T. Jongolo Telephone: (056) 216 8090 Boshoff; Ms Mphatsoe Telephone: (057) 916 8740 (Thekolohelong Ms Plaatjie Telephone: (058) 713 0061. Leratong. Mr Hlalele, Telephone 058) 713 1201

SOCIAL AUXILIARY WORKER GRADE 1

REFERENCE NO: BETHLEHEM DC 19/25/10; JAGGERSFONTEIN DC 16/10/10; KOFFIEFONTEIN DC 16/12/10; THEKOLOHELONG DC 19/26/10

SALARY: This salary will commansurate with relevent years of expience. A basic salary of R80 700 per annum.

CENTRE: BETHLEHEM 1; JAGGERSFONTEIN 1; KOFFIEFONTEIN 1; THEKOLOHELONG 1

REQUIREMENTS: Grade 12 or equivalent qualification. Registered as Social Auxiliary Worker with the South African Council for Social Services Profession. Computer Literacy

RECOMMENDAION: Valid driver's license

DUTIES: Open files and do any administrative tasks referred by a Social Worker. Assist with the investigation of the circumstances of an accused/convicted person for pre-trial/pre-sentence. Assist to conduct crime prevention and early intervention programmes and awareness campaigns. Assist with supervision of offenders place in diversion programmes

ENQUIRIES: Bethlehem, Jaggersfontein ; Koffiefontein, Thekolohelong, Ms Nisala Mr. L.T Tladi, Ms S.M Malimabe (058) 718 6300, (053) 205 0229, (058) 713 0061

TELCOM OPERATOR

REFERENCE NO: BOSHOF DC 18/13/10; FEZILE DABI (FRANKFORT DC 20/24/10; MATETE MATCHES DC 20/23/10); TSHIRELETSONG DC 17/18/10

SALARY: Salary level 3 – A basic salary of R 66 750 per annum.

CENTRE: BOSHOF 1; FEZILE DABI (FRANKFORT 1; MATETE MATCHES 1); TSHIRELETSONG 1

REQUIREMENTS: Grade 12 with appropriate experience in Asset Management. Knowledge of Batho Pele Principles. Computer literacy

DUTIES: Manage the reception area. General Office Administration. Typing of reports. Maintain the filing system. Assist with switchboard services. Manage photocopy and fax services

ENQUIRIES: Boshoff; Ms Mphatsoe. Telephone: (057) 916 8740 Frankfort; Ms T Jongolo. Telephone: (056) 216 8090. Matete Matches; Mr D,H Diamond. Telephone: (056) 212 3445 Tshireletsong; Ms J Pottas. (051) 435 3317

DRIVER / MESSENGER X3 (GENERAL SUPPORT SERVICES)

REFERENCE NO: CS 07/10

SALARY: Salary level 3 – A basic salary of R 66 750 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 10, A valid driver's license. Previous experience in driving. Professional Drivers Permit will be an added advantage

DUTIES: Transporting goods/fetching stock. Administrative procedures pertaining to driving e.g. completion of logbooks, trip authorities etc. Provide internal and external messenger services on a daily basis. Collecting mail from the Post Office and sorting of mail

ENQUIRIES: Mr. K. Lekgetho, Telephone number: 051 407 0766

CLEANER

SALARY: Salary level 2 – A basic salary of R 55,830 per annum

CENTRE: BLOEMFONTEIN X14 –CS/10/10, FRANKFORT X2 –DC 20/25/10, BETHLEHEM X4-DC19/22/10, BOSHOF X2-DC18/17/10

REQUIREMENTS: ABET or equivalent qualification. Appropriate experience. Ability to use cleaning equipments

DUTIES: Clean and create an orderly work environment, e.g. cleaning floors, lavatories, utensils, kitchen, offices, boardroom and window. Operate cleaning machines. Fill water bottles Manage the allocated cleaning material and cleaning equipment

ENQUIRIES: (LEJWELEPUTSWA) Ms P Mphatsoe, Telephone Numbers: 057 916 8700. (FEZILE DABI) Ms. T. Jongolo, (056) 212 3295. (BLOEMFONTEIN) Mr. Khotso Lekgetho , (051) 4070 766

GENERAL WORKER

REFERENCE NO: DC 19/23/10

SALARY: Salary level 2 – A basic salary of R 55,830 per annum

CENTRE: THABO MOFUTSANYANA (LERATONG)

REQUIREMENTS: Grade 12 or equivalent qualifications. General knowledge of Electricity, Plumbing and Carpentry

DUTIES: Day to day maintenance of Electricity, Plumbing, Fitting of bulbs, Replacement of locks and broken windows, Cleansing of emergency generator room and cleansing of boiler roomPhysically assist with the movement of assets between offices and storerooms. Physically assist with the arranging of assets during disposals. Physically assist with the moving of assets during verification

ENQUIRIES: Ms M.E Skosana, Telephone Number: 058 713 0012

APPLICATION FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT TO BE SUBMITTED TO:Head: Social Development, Private Bag X 20616, Bloemfontein 9300 or delivered by Hand to Liberty Life Building, Ground Floor, St. Andrew Street Bloemfontein

DEPARTMENT OF AGRICULTURE

SECURITY GUARD (60 POSTS)

REFERENCE: SECC

SALARY: Level 3 – A basic salary level of R66 750 per annum

CENTRE: GLEN, ABSA BUILDING, XHARIEP DISTRICT, MOTHEO DISTRICT, LEJWELEPUTSWA DISTRICT, THABO MOFUTSANYANE DISTRICT AND FEZILE DABI. DISTRICT

REQUIREMENTS: Std 8 or Std 10 with experience in security services or related services

RECOMMENDATIONS: Knowledge of the access control procedures. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures

DUTIES: Perform access control functions which include the following. Determine whether visitors have appointments / or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents/cards as required. Escort visitors to relevant employees/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Ensure that unauthorised persons and dangerous objects do not enter the building / premises. Follow-up on incidents. Ensure safety in the building and the premises. This will include the following. Undertake building/premises patrols to identify and check that doors are locked or unlocked as required; water leaks that taps are closed; fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alert emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building or premise unauthorised. This will include the following tasks: Complete or ensure that the registers to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building / premises unauthorized. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Ensure all incidents regarding security breaches are recorded in the occurrence books / registers

ENQUIRIES: Mr M Miya, Telephone no: 051 506 1504

AGRICULTURAL ADVISOR (8 POSTS)

REFERENCE NO: AA

SALARY: Level 8 – A basic salary of R174 117 per annum



FREE STATE PROVINCE

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CENTRE: THABO MOFUTSANYANE DISTRICT: BETHLEHEM, TSHIAME AND TSEENG, LEJWELEPUTSWA DISTRICT: HOOPSTAD AND WELKOM, NEW CENTRE WILL BE IDENTIFIED FOR 3 POSTS ACCORDING TO NEEDS

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

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 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: Thabo Mofutsanyane District: Ms B Pule, Telephone number: (058) 714 1430. Lejweleputswa District: Mr T Mokone, Telephone number: (057) 916 6700

SUPPLY CHAIN PRACTITIONER (CONTRACT MANAGEMENT AND SUPPLY CHAIN PERFORMANCE) (1 POST)

REFERENCE NO: SCP

SALARY: Level 7 – A basic salary of R140 208 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. Contract Management and Supply Chain Performance 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.

ENQUIRIES: Mr T Tyobeka, Telephone number: 051 861 1258,

SYSTEM DESIGNER (1 POST)

REFERENCE NO: SD

SALARY: Level 7 – A basic salary of R140 208 per annum

CENTRE: BLOEMFONTEIN / GLEN

REQUIREMENTS: Grade 12, ICT qualification, Certificate in System Support, N+ and IT Technical support

RECOMMENDATIONS: Knowledge and experience in computer systems, software and programming principles. Knowledge and experience in database modelling, design and statistical analysis techniques. Knowledge and experience in training / capacitating computer users in the use of information systems

DUTIES: Gather, collate and analyse user requirement specifications to develop web based application information systems to develop web-based application information systems Develop implement and maintain national compliance and enforcement information system throughout the province. Manipulate and analyse statistics of system usage and user control and administrations. Provide training to the users and after care support

ENQUIRIES: Ms S Moshodi, Telephone number: 051 506 1473

SYSTEM PROGRAMMER (1 POST)

REFERENCE NO: SP

SALARY: Level 7 – A basic salary of R 140 208 per annum

CENTRE: BLOEMFONTEIN / GLEN

REQUIREMENTS: Grade 12 Certificate in graphic designer, web design, flash designer, solution development. Certificate in System Support, N+ and IT Technical support

RECOMMENDATIONS: Knowledge and experience in MS SQL Server

DUTIES: Undertaking planning, designing web based systems. Programming new computer systems and building database systems. Produce reports and statistic on call logged and conduct analysis therefore. Develop technical specifications to satisfy the needs and objectives of the computer users. Monitor incidents and problems to ensure that the SLA targets are achieved.

ENQUIRIES: Ms S Moshodi, Telephone number: 051 506 1473

IT TECHNICIAN (4 POSTS)

REFERENCE NO: IT

SALARY: Level 7 – A basic salary of R140 425 per annum

CENTRE: XHARIEP DISTRICT: TROMPSBURG, MOTHEO DISTRICT: THBA NCHU, THABO MOFUTSANYANE DISTRICT: WELTEVREDE, FEZILE DABI DISTRICT: SASOLBURG

REQUIREMENTS: Grade 12 with A+, N+, PC Technician, Server+ coupled with one year extensive technical experience in the field of IT Support and technical repairs on computer hardware and software

RECOMMENDATIONS: Technical knowledge and experience of the following is strongly recommended: Routers, switches, network protocols. Good interpersonal skills with strong service orientation and ability to work under pressure. Solve problems by applying innovative thinking. Installation, configuration and support of network servers, computer equipment, computer applications, disaster recovery systems, off-site backup systems, Voice over IP solutions, routers, QoS over Switches

ENQUIRIES: Ms S Moshodi Telephone number Tel No (051) 506 1473

ADMINISTRATION CLERK: WARD OFFICE (6 POSTS)

REFERENCE NO: AC/WARD

SALARY: Level 5 – A basic salary of R 94 575 per annum

CENTRE: FEZILE DABI DISTRICT: SASOLBURG AND PARYS, XHARIEP DISTRICT: PETRUSBURG, LEJWELEPUTSWA DISTRICT: ODENDAALSURUS, THABO MOFUTSANYANE DISTRICT: CLOCOLAN AND KESTELL

REQUIREMENTS: Grade 12 or equivalent qualification, Computer literacy, Driver's license.

DUTIES: Manage stationary and office supplies to provide in the stationary and other supply needs of the ward. Develop and maintain systems to ensure effective flow of documents in the ward and orderly and safekeeping of records. Manage the use of official vehicles allocated to the ward to ensure proper use and maintenance of vehicles. Administer the Provisioning System for the ward to acquire and manage the use of supplies, furniture and equipment. Identify and communicate developmental needs and utilized self-development opportunities to enhance job performance. Act as paymaster for the ward. Compile annual, monthly and weekly reports as well as statistical questionnaires to ensure that deadlines and targets are met. Keep Office administration up to date to ensure smooth running of the Office as well as all its components. Act as receptionist and administer the communication systems to ensure effective

communication and coordination between the clients and the officials of the Department Render specialist administrative support applicable in the specific municipal area (e.g. ordering of mosaics, drawing of maps, obtain and distribute information on water evaporation, veterinary statistics and field work). Manage resources, e.g. finance and personnel

ENQUIRIES: Thabo Mofutsanyane District: Ms B Pule, Telephone number: (058) 714 1430, Xhariep District: Mr S van Schalkwyk, Telephone number: (051) 713 0480. Fezile Dabi District: Mr L Ncukana, Telephone number: (016) 976 2003. Lejweleputswa District: Mr T Mokone, Telephone number: (057) 916 6700

HUMAN RESOURCE OFFICER (2 POSTS)

REFERENCE NO: HRO

SALARY: Level 5 – A basic salary of R94 575 per annum

CENTRE: BLOEMFONTEIN: HR ADMINISTRATION

REQUIREMENTS: Grade 12 or NQF equivalent

DUTIES: Implement and administer human resource administration practices (including Persal Transactions) concerning conditions of service and service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Services (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances e.g.). Performance Management. Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Address human resource management enquiries to ensure the correct implementation of human resource management practices.

ENQUIRIES: Ms M Klopper, Telephone number: 051 506 1416

ADMINISTRATION CLERK: ADMINISTRATIVE SUPPORT SERVICES (5 POSTS)

REFERENCE NO: AC/ASS

SALARY: Level 4 – A basic salary level of R79 104 per annum

CENTRE: THABO MOFUTSANYANA DISTRICT: ADMIN SUPP SERVICES: WELTEVREDEFEZILE DABI DISTRICT: SASOLBURG (ADMIN SUPPORT SERVICES AND SPECIALICED SUPPORT SERVICES) (2 POSTS).

CENTER: MOTHEO DISTRICT: ADMIN SUPP SERVICES (TRANSPORT). NON FORMAL

NON FORMAL TRAINING: GLEN

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 stationery 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: Thabo Mofutsanyana District: Ms B Pule, Telephone number: 058 714 1430 Fezile Dabi District: Mr L Ncukana, Telephone number: 016 976 2003. Mthohe District: Mr J Kegakilwe, Telephone number: 051 875 1160. Glen: Mr A Radebe, Telephone number: 051 861 1245

FARM FOREMAN (1 POST)

REFERENCE NO: FF

SALARY: Level 5 – A basic salary level of R94 575 per annum

CENTRE: GLEN FARM

REQUIREMENTS: Basic literacy and numeracy (ABET level 3 – Grade 7). 3 – 5 year's relevant experience required. Code 8 driver's license

DUTIES: Oversee the execution of routine activities in respect of crop production which would inter alia include the following: Irrigation of crops. Soil cultivation and preparation eg. cleaning, houghing, etc. Apply chemical crop protection eg. operate a knapsack Reaping, grading, weighing, packing and storage of farm produce. Daily tending of crops/orchards/

vineyards eg. pruning, weeding etc. Oversee the execution of routine activities in respect of livestock which would inter alia include the following: Care for sick livestock. Dipping, vaccination & dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering, culling, Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds. Feeding, Milking. Cleaning of water troughs for livestock. Oversee the execution of general routine activities which would inter alia include the following: Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings Care for equipment eg. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading/off loading. Oversee the execution of general routine activities in respect of infrastructure which would inter alia include the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system. Perform all administrative and related functions which would include, inter alia, the following: Reports on activities as required. Secure storage of farm assets. Give inputs for operational planning. Supervise personnel.; Assist at farmers' days. Comply with the Public Service prescripts and departmental policies.

ENQUIRIES: Mr S van der Merwe, Telephone number: 051 861 1147

DRIVER / MESSENGER (2 POSTS)

REFERENCE NO: DM

SALARY: Level 4 – A basic salary level of R79 104 per annum

CENTRE: FEZILE DABI DISTRICT: SASOLBURG, BLOEMFONTEIN: MANAGEMENT SERVICES

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: Fezile Dabi District: Mr L Ncukana, Telephone number: 016 976 2003 Management Services: Mr J van Berkel, Telephone number: 051 506 1659

DRIVER (2 POSTS)

REFERENCE NO: D

SALARY: Level 3 – A basic salary level of R66 750 per annum

CENTRE: BLOEMFONTEIN: MANAGEMENT SERVICES
REQUIREMENTS: 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

ENQUIRIES: Mr J van Berkel, Telephone number: 051 506 1659

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 203, 2ND Floor, ABSA Building, c/o Elizabeth and Aliwal Streets Bloemfontein.

DIRECTIONS TO APPLICANTS FOR ALL POSTS ADVERTISED ABOVE: 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. The reference number of the advertised post should be stated on the Z.83. 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.

CLOSING FOR DEPARTMENT OF THE PREMIER & DEPARTMENT OF SOCIAL DEVELOPMENT
DATE: 29 NOVEMBER 2010

CLOSING FOR DEPARTMENT OF AGRICULTURE
DATE: 26 NOVEMBER 2010



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