

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT AGRICULTURE AND RURAL DEVELOPMENT**

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.

- APPLICATIONS** : Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen Email: recruitment@dard.gov.za
- CLOSING DATE** : 23 May 2025
- NOTE** : Applications must be submitted on the new Z83 Application Form [applicable from 1 January 2021], obtainable from any Public Service Department. Only shortlisted candidates will be required to submit transcript of their qualification results, Qualification certificates, driver's license, identity document and a C.V. Shortlisted 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. Applicants are requested to complete the Z83 form properly and in full. 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 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.

OTHER POSTS

- POST 15/212** : **SNR STATE ACCOUNTANT REF NO: SSA/2025**
- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Glen (Revenue, Banking and Debt Management Section)
- REQUIREMENTS** : NQF 6 equivalent. 4-5 years relevant experience.
- DUTIES** : Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development. Performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Salaries (Payments, Deductions etc.) Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Render a Financial Management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other Financial. Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analysing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practises. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practises. Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements. Authorise and verify all documents and transactions on LOGIS / BAS/ PERSAL according to delegations. (Authorisation should happen on a higher level preferable at level 9). Prepare reports on financial management issues and statistics. Compile monthly reconciliation's i.r.o. PERSAL/ BAS/ PMG – accounts and finalization of outstanding payments / submissions / recommendations.
- ENQUIRIES** : Ms F Claassen at 060 306 0744
- POST 15/213** : **STATE ACCOUNTANT REF NO: SA/2025**
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Glen (Accounting Services)

<u>REQUIREMENTS</u>	:	NQF 6 or equivalent. LOGIS / BAS Training
<u>DUTIES</u>	:	To supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes. Salaries (Payments, Deductions etc.). Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). To address financial management enquiries to ensure the correct implementation of financial management practices. To verify transactions on LOGIS / BAS/ PERSAL according to delegations. To supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms F Claassen at 060 306 0744
<u>POST 15/214</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: SCM/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Glen (Logistics Management)
<u>REQUIREMENTS</u>	:	NQF 6 or equivalent. LOGIS / BAS Training
<u>DUTIES</u>	:	To coordinate the implementation and maintenance of Supply Chain Management practices: Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.). Approve transactions on LOGIS / BAS according to delegations. (Authorization should happen on a higher level preferable at ASD or Control level 9). To address supply chain management enquiries to ensure the correct implementation of supply chain management practices. To inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practices and policies. To supervise resources/staff. Perform administrative related functions. Allocate and ensure quality of work: Personnel development. Assess staff performance. Ensure discipline of staff.
<u>ENQUIRIES</u>	:	Mr T Matshaba at 081 028 3448
<u>POST 15/215</u>	:	<u>RISK PRACTITIONER REF NO: RP/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Glen (Risk Management Services)
<u>REQUIREMENTS</u>	:	NQF 7 with Risk Management as a major. Valid driver's license.
<u>DUTIES</u>	:	To assist with the development, maintenance and implementation of risk related documents: Risk Management Strategy, Risk Management Framework, Risk Management Policy statements, Risk Plan and Risk Policy. Facilitate risk identification and assessments through workshops and maintain & update the department's consolidated risk register database. To conduct risk awareness programs. To monitor and review the implementation of the risk management processes through Operational Monitor Report and Report on performance vs Risk Management implementation Plan. To assist with the secretariat duties of the Risk Management Committee. Responsible for the Risk Management Committee minutes and attendance registers. Provide logistical and support services to the Risk Management Committee.
<u>ENQUIRIES</u>	:	Ms T Crisp at 060 983 8291
<u>POST 15/216</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: AO/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein (Veterinary Services) Glen (Auxiliary Services)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. 3-4 years relevant experience.
<u>DUTIES</u>	:	To render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. To 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 (district offices). To provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. To provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. To supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Veterinary Services: Dr K Mojaelo at 072 711 1809 Auxiliary Services: Ms D Masiteng at 083 845 2223

<u>POST 15/217</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: PA/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Glen (Office of the Chief Financial Officer)
<u>REQUIREMENTS</u>	:	NQF level 6 (Secretarial). 3-4 years
<u>DUTIES</u>	:	To provide a secretarial/receptionist service to the Chief Director: Receives telephone calls. Performs advanced typing work. Operates and ensures that the office equipment, eg photocopiers are in good working order. Records the engagements of the Chief Director. Utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance of the matter. Coordinates with and sensitises/advises the Chief Director regarding engagements. Compiles realistic schedules of appointments. To render administrative support services: Ensures the effective flow of information and documents to and from the office of the Chief Director. Ensures the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. Progress reports, Monthly reports, and Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Director. Responds to enquiries for the Chief Director and the unit where required. Collects, analysis and collates information requested by the Chief Director. Clarifies instructions and notes on behalf of the Chief Director. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the Chief Director. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. To provide support to the Chief Director regarding meetings. Scrutinises documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Chief Director to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. To support the Chief Director with the administration of the Chief Director's budget. Collects and coordinates all the documents that relate to the Chief Director's budget. Assists the Chief Director in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts the Chief Director of possible over- and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the Chief Director and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the Chief Director of changes.
<u>ENQUIRIES</u>	:	Ms L Mokhatla at 072 320 9486
<u>POST 15/218</u>	:	<u>NETWORK CONTROLLER REF NO: NC/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Glen (Glen College of Agriculture)
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Information Technology
<u>DUTIES</u>	:	Implement and installation of ITC equipment, which will include the setup, installation and testing of new equipment. Maintaining ITC equipment and software. Check for Viruses. Implement Security & Firewalls. Identify Hardware problems and Install Update(s) and patches of software. Install and commit connections for the transversal systems (e.g. PERSAL, BAS, LOGIS). Desktop and Technical Support Service in order for users to understand general IT programs and functionality. Network Administration e.g. responsible for upkeep and maintenance of LAN & WAN. Maintaining servers: Execute backups and supporting information. Provide e-mail access and Internet access to ensure effective communication.
<u>ENQUIRIES</u>	:	Ms S Moshodi at 072 711 3848
<u>POST 15/219</u>	:	<u>DISASTER AND RISK MANAGEMENT OFFICER REF NO: DRMO/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Glen (Disaster and Risk Management Section)
<u>REQUIREMENTS</u>	:	B Sc Degree in Agriculture (NQF 8). 1 – 2 years' agricultural experience required. Valid driver's license.
<u>DUTIES</u>	:	Perform Administrative and related functions: Inventory (Soft and hardware). Database of users (to including e-mail and internet accounts). Database of 3G card link to users. Provide support to the establishment of fodder banks for drought mitigation. Keep records of the fodder producing schemes within the province aimed at drought mitigation. Render support and advice to fodder bank centres, farmers and fodder depots for drought prevention, preparedness, mitigation and recovery during and after drought disaster occurrence. Support the implementation of disaster aid programmes. Update a database of farmers assisted during disaster relief initiatives. Render support for the implementation of contingency plans aimed at managing disasters and outbreaks. Collect and collate farmer applications for financial assistance with regard to any prevailing agricultural disasters. Assessment of impact of disasters and participate in the implementation of relief schemes / post disaster recovery. Implement the Early Warning Information systems. Develop and implement capacity building programmes / projects in municipalities and sector departments on matters related to disaster management (e.g. prevention, mitigation, risk

response, etc). Disseminate Early Warning Information through the various modes of communication to all stakeholders. Monitor compliance to the Early Warning information by all stakeholders. Render support on mitigation projects especially linked to fire disasters which include support to the Fire Protection Associations. Render advice to relevant stakeholders on risk prevention via the collection of information and providing early warning advisories. Assess weather and climatic impacts on agricultural related activities. Support the implementation of all Agricultural Disaster Relief Funds. Gather information for financial relief to identified disaster affected stakeholders in accordance with the nature and severity of the disaster. Monitor the impact of the relief assistance to stakeholders. Represent the Department at the relevant Risk and Disaster Management forums. Perform all administrative and related functions. Give inputs towards policy. Keep abreast of latest national and international quality developments, prescripts, and policies procedures. Liaise with all key stakeholders in Early Warning Systems and Disaster Risk Management, e.g. National Agro-meteorological Committee, National and provincial Disaster Advisory Forum, Early Warning Committee as well as Provincial and municipal Disaster Management Centres, etc. Compile and submit relevant reports as required. Comply with Public Service prescripts and Departmental policies. Ensure customer satisfaction.

ENQUIRIES

:

Dr M Ramorena at 064 542 5429

POST 15/220

:

ADMINISTRATIVE CLERK REF NO: AC/2025 (X2 POSTS)

SALARY

:

R228 321 per annum (Level 05)

CENTRE

:

Glen (Transport Services and Facilities Management)

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 Matlakala at 060 311 0329

POST 15/221

:

DRIVER / MESSENGER REF NO: DM/2025

SALARY

:

R193 359 per annum (Level 04)

CENTRE

:

Qwa Qwa

REQUIREMENTS

:

Grade 10 or ability to read and write. Valid Driver's license

DUTIES

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To render a clerical support/messenger/ operator service in the relevant office. Collect and deliver documentation and related items in the department and other departments. Copy and send / deliver documents. Assist in the registry with the opening of files and filing of documents. Handle the mail register. Do shredding of documents. Ensure proper asset management of vehicles and equipment. To render driver functions. Drive light and medium moto vehicles to transport passengers and deliver items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribe records and logs books with regard to the vehicle and the goods handled.

ENQUIRIES

:

Mr L Moloi at 081 038 2231

DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
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.

APPLICATIONS

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Quoting the reference number, applications must be sent to recruitment2@destea.gov.za or hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.

FOR ATTENTION

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Mesdames. K Majafa/ M Parkies

CLOSING DATE

:

23 May 2025 at 16:00

NOTE

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Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. E-mailed 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 applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualified. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit.

OTHER POST

<u>POST 15/222</u>	:	<u>DEPUTY DIRECTOR: ECONOMIC RESEARCH MANAGEMENT REF NO: DESTEA 01/05/25</u>
<u>SALARY</u>	:	R1 059 103 per annum (Level 12), (an all-inclusive salary package). The total package includes 75 or 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate Degree in Economics or related field. 5 years or more experience in an economic development environment of which 3 years should be at the junior management level. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage the research undertaken for the department in promoting the evidence based decision-making processes and attainment of set objectives. Monitor research quality to ensure that the outcome and recommendations made are valid/ not questionable. Engage in the network sessions/ meetings with researchers and different stakeholders for capacitation, sharing of best practices and many other research purposes. Develop and review departmental policies and guidelines on economic research in alignment with Provincial and National documents. Partake in the processes of developing departmental strategic plan, operational plan and other administrative plans and reports to enhance departmental governance. Manage the resource of the Sub-Directorate, which include human, asset, and budget resources.
<u>ENQUIRIES</u>	:	Adv. J Mosia at 078 759 2650

DEPARTMENT OF HUMAN SETTLEMENTS

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

<u>APPLICATIONS</u>	:	Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein, 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building. OR Candidates may apply via email: recruit@fshs.gov.za (on Subject of email kindly specify the rank and reference number of the position you are applying for).
<u>CLOSING DATE</u>	:	30 May 2025 at Time: 16H00
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at http://www.info.gov.za . The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z 83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 15/223	:	<u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HS 1/2025</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (an all-inclusive package). 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, homeowner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a Grade 12 Certificate coupled with a Bachelor's degree or Advanced Diploma in Administration/ Public Management/ Human Resource Management (NQF 7) or equivalent qualification and minimum 5 years' senior management experience in similar environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. A Valid Driver's license. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Individual applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate Knowledge: Public Service Act, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).
<u>DUTIES</u>	:	Manage Departmental Planning and Performance Management that includes: Manage Service Delivery Improvement Plan and Batho Pele initiative. Manage the performance and development Management of all officials in the department in accordance with the Performance, Development and Management Strategy as approved by the Free State Province. Manage Organizational Development roles to achieve service delivery in the department, Manage Strategic Planning, Monitoring and Evaluation of nonfinancial performance information in accordance with the relevant prescripts. Manage Information Technology for the department. Manage Housing Subsidy Systems for the department. Manage Corporate Communication. Manage Auxiliary Service for the Department. Manage and monitor the implementation of Audit Action Plan on matters affecting the Chief Directorate to ensure the improvement in the audit outcome of the Department. Promote integrated governance in the unit, through alignment of activities relating to: Help desk, Presidential Hotline, National Provincial and MEC Outreach programmes, meetings and National Publications. Manage human resource planning and administration. Manage departmental Labour Relations matters in accordance with the relevant prescripts. Manage the skills development in the Department according to the relevant prescripts. Manage and monitor the implementation of employee health and wellness framework. Compile, submit and present monthly, quarterly and annual Progress Reports on the performance/ activities of the Department and Chief Directorate compiled and submitted to the Head of Department and relevant authorities. Manage and monitor the implementation of Risk Management Framework in the Department which includes identification, mitigation and reporting of risks that impact negatively on the performance of the Department., Manage the budget, human resources and assets of the Chief Directorate effectively and efficiently in accordance with the PFMA.
<u>ENQUIRIES</u>	:	Mr. N. Ndumo at 082 881 3130
POST 15/224	:	<u>DISTRICT DIRECTOR: FEZILE DABI DISTRICT REF NO: HS 2/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive package). 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, homeowner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Fezile Dabi District Applicants must be in possession of a Grade 12 Certificate coupled with a Bachelor's degree or Advanced Diploma in Business Administration/ Public Management or Degree in Built environment (NQF 7) or equivalent qualification. Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . Individual applicants are expected to pay for the course and may enrol for it at

a cost of R 400 .00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge: Extensive knowledge of Generally Accepted Accounting Principles. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.

DUTIES : Manage the Implementation of Housing programmes and Land Tenure services that includes Manage affordable, Priority and Intervention Programme. Provision of Land Tenure and Informal Settlement and Beneficiary Management. Provide Technical Services and Project Monitoring that includes: the management of all housing projects in the district, monitor all the housing projects for the districts. Manage the Administration services for the district that includes the management of Human Resources for the District, Manage the Financial services for the District, Manage Supply Chain Management issues for the District and Management of Auxiliary services in terms of switchboard and messengers. Manage and handle all external enquiries of the department.

ENQUIRIES : Mr. C. Monyela at 066 486 5422

POST 15/225 : **DIRECTOR: FINANCIAL AND BUDGET MANAGEMENT REF NO: HS 3/2025**

SALARY : R1 216 824 per annum (Level 13), (an all-inclusive package). 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, homeowner's allowance and medical aid assistance.

CENTRE REQUIREMENTS : Bloemfontein

: Applicants must be in a possession of a Grade 12 Certificate coupled with a Bachelor's degree or equivalent qualification in the field of Accounting/Finance/Economics/Public Finance with a minimum of 5 years' experience at middle managerial level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>). Individual applicants are expected to pay for the course and may enroll for it at a cost of R 400 .00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's licence.

DUTIES : To strategically advice and assist management and other officials in the department on matters related to budget and financial management. To ensure sound accounting practices in the department. To ensure the maintenance of accurate accounting records in the department. To ensure the successful implementation of a debt management in the department. To ensure the effective and efficient maintenance of a payroll function in the department. To ensure the effective and efficient functioning of the Bank Account of the department. To monitor and advice the CFO and HOD on the optimal implementation of revenue resources. To develop and ensure the effective implementation of Departmental Accounting Policies. To facilitate the compilation of Annual Financial Statements. To plan, manage and co-ordinate all resources in the Directorates. To advice Senior Management, the CFO and the HOD on the compilation of the budget of the Department. To ensure advice, monitor and implement structures on the financial systems. To manage and report on the monthly cash flow of the Department. To ensure that corrective measures are taken to improve budget spending in the department. To evaluate financial information and advice the CFO and the HOD. Manage and handle all external enquiries of the department.

ENQUIRIES : Ms. N. Molikoe at 082 668 6610

OTHEER POSTS

POST 15/226 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A REF NO: HS 4/2025**

SALARY : R879 342 per annum, (OSD), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS : Thabo Mofutsanyana District

: Applicants must be in a possession of a Grade 12 Certificate coupled with a Degree/National Higher diploma in (Built Environment field) with a minimum of 4 years and six months certified experience. If a candidate has a B-Tech degree (NQF 7) in the built environment or equivalent a

minimum of four (4) years certified managerial experience is required. If a candidate has an honours degree (NQF 8) in built environment or equivalent qualification a minimum of 3 years' experience is required. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, sound analytical and good written and verbal communication skills, knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Manage and co-ordinate all aspects of projects under the supervision of a relevant Manager/Director. Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the relevant Manager. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management, report project progress to relevant Manager. Manage project budget and resources in consultation with relevant Manager, Office administration. Provide inputs to relevant manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the relevant Manager. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilize resources allocated effectively. Research and development, keep up with new technologies and procedures, research/literature on new developments on project management methodologies and liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr. M. Mohloki Tel No: (058) 713 0316

POST 15/227 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A REF NO: HS 5/2025**

SALARY : R879 342 per annum, (OSD), (an all-inclusive package). 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, homeowner's allowance and medical aid assistance.

CENTRE : Lejweleputswa District
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate coupled with a National Higher diploma in (Built Environment field) with a minimum of 4 years and six months certified experience. If a candidate has a B-Tech degree (NQF 7) in the built environment or equivalent a minimum of four (4) years certified managerial experience is required. If a candidate has an honours degree (NQF 8) in built environment or equivalent qualification a minimum of 3 years' experience is required. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, sound analytical and good written and verbal communication skills, knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Manage and co-ordinate all aspects of projects under the supervision of a relevant Manager/Director. Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the relevant Manager. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management, report project progress to relevant Manager. Manage project budget and resources in consultation with relevant Manager, Office administration. Provide inputs to relevant manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the relevant Manager. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilize resources allocated effectively. Research and development, keep up with new technologies and procedures, research/literature on new developments on project management methodologies and liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr. Sebitlo at 082 772 4888