

**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.

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	06 June 2025
<u>NOTE</u>	:	Applications must be submitted on form Z.83, obtainable from any Public Service Department. Only shortlisted candidates will submit transcript of 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. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ .

MANAGEMENT ECHELON

<u>POST 17/215</u>	:	<u>DIRECTOR: XHARIEP DISTRICT REF NO: DIR/XHARIEP</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13). 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
<u>CENTRE</u>	:	Xhariep District: Trompsburg
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Agriculture. 5 years of experience at a deputy director / senior managerial level in the agricultural extension and advisory services and related environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate (submitted prior to appointment).
<u>DUTIES</u>	:	Strategically guide, manage and coordinate all activities in the district towards ensuring the effective and efficient functioning of the district which includes inter alia: i.e. Agricultural Extension and Advisory Services; Soil Conservation Services; Food Security; Economic Development Services, Engineering Services and Administrative Support Services. Manage District agricultural projects. Manage the provisioning of all agricultural specific interventions and engineering support. Participate in and strategically guide and lead the district to review and/or develop the departmental 5 year Strategic Plan. Ensure the successful implementation of commitments emanating from Injunctions relevant to the district. Ensure that the district operation plan is developed signed off and implemented. Monitor and report on the extent to which the district

achieve its strategic objectives, targets and other priorities and commitments as per the APP / National and Provincial programmes of action. Contribute to the development of policies and manage the implementation thereof. Manage the provisioning of administrative support services to the district, including Veterinary Services through liaison with the Veterinary Services Directorate. Manage the resources of the district. Ensure sound financial management and control as well as supply chain management services within the district to the extent to which such has been delegated. Strengthen integrity management within the department e.g. to prevent and manage unauthorized, irregular, fruitless and wasteful expenditure. Ensure compliance with key legislatives and other regulation requirements applicable to the district and the department.

ENQUIRIES

:

Mr G Madiba at 064 063 6910

POST 17/216

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DIRECTOR: THABO MOFUTSANYANA DISTRICT REF NO: DIR/DISTRICT

SALARY

:

R1 216 824 per annum (Level 13). 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: Qwa Qwa

:

An appropriate NQF level 7 qualification in Agriculture. 5 years of experience at a deputy director / senior managerial level in the agricultural extension and advisory services and related environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate (submitted prior to appointment).

DUTIES

:

Strategically guide, manage and coordinate all activities in the district towards ensuring the effective and efficient functioning of the district which includes inter alia: i.e. Agricultural Extension and Advisory Services; Soil Conservation Services; Food Security; Economic Development Services, Engineering Services and Administrative Support Services. Manage District agricultural projects. Manage the provisioning of all agricultural specific interventions and engineering support. Participate in and strategically guide and lead the district to review and/or develop the departmental 5 year Strategic Plan. Ensure the successful implementation of commitments emanating from Injunctions relevant to the district. Ensure that the district operation plan is develop signed off and implemented. Monitor and report on the extent to which the district achieve its strategic objectives, targets and other priorities and commitments as per the APP / National and Provincial programmes of action. Contribute to the development of policies and manage the implementation thereof. Manage the provisioning of administrative support services to the district, including Veterinary Services through liaison with the Veterinary Services Directorate. Manage the resources of the district. Ensure sound financial management and control as well as supply chain management services within the district to the extent to which such has been delegated. Strengthen integrity management within the department e.g. to prevent and manage unauthorized, irregular, fruitless and wasteful expenditure. Ensure compliance with key legislatives and other regulation requirements applicable to the district and the department.

ENQUIRIES

:

Mr G Madiba at 064 063 6910

POST 17/217

:

DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT REF NO: SRM

SALARY

:

R1 216 824 per annum (Level 13). 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**

:

Glen

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An appropriate NQF level 7 qualification in the relevant fields of Engineering / Sustainable Resource Management. 5 years of experience at a deputy director / senior managerial level in the relevant environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate (submitted prior to appointment).

DUTIES

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Manage the provision of engineering services. Promote sustainable Land Care. Promote the implementation of sustainable use and management of

land. Manage Agricultural Risk and Disaster Management Plan, Manage & coordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate. Provide inputs to provincial policies on all aspects relating to service delivery and ensure implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Advise the Chief Director: Agricultural Development Support on all matters in order to ensure informed decision making and forward planning. Participate in the development of the 5 year strategic plan, the Annual Performance Plan and Operational Plan for the Directorate. Monitor the implementation of SRM matters and report monthly, quarterly and annually to enhance the overall performance of the Directorate.

ENQUIRIES

: Dr K Mojapelo at 072 711 1809

OTHER POSTS

POST 17/218

: **ASSISTANT DIRECTOR: ACADEMIC PROGRAMME REF NO: AD/COLLEGE (X3 POSTS)**

SALARY CENTRE

: R582 444 per annum (Level 10)

: Glen College of Agriculture:

Animal Production (X1 Post)

Crop Production (X1 Post)

Agri-Business, Extension and Rural Development) (X1 Post)

REQUIREMENTS

: Appropriate NQF Level 9 (Masters) Degree in Agriculture. 6 years lecturing experience in a higher education environment. Driver's license. Recommendation: A qualification in Education, e.g. Post-graduate Certificate in Education / Diploma in Higher Education will be an added advantage. Registration as assessor and moderator.

DUTIES

: Manage the development and implementation of the academic curriculum for the specific disciplines according to the relevant quality standards which would, inter alia, include the following: Ensure alignment of curriculum/course material with requirements set for academic institutions and practical requirements; Participate in peer reviewing of study material and presentations; Conduct quality control on syllabus guides, lesson plans and presentations for practical, theoretical and/or short courses; Ensure that assessment and moderation of assessments takes place in accordance with the required standards (e.g. Council for Higher Education Standards); Ensure peer/student/module/lecturer evaluations; Oversee the implementation of the capacity building plan. Oversee and conduct classes which would, inter alia, include the following: Prepare practical and theoretical lecturing material and study aids; Present lectures and tutorials; Oversee the compilation of question papers and memorandums for assessments; Grade answer sheets, papers and assignments; Statistical analysis of results; Invigilate during exams and tests as required; Support students through an advisory and consultative role; Moderation of exams as required; Monitor the presentation of classes in accordance with the approved time-table. Manage the presentation of short courses / vocational training to HET students and other stakeholders which would, inter alia, include the following: - Ensure the availability of Lecturers to present short courses / vocational training in collaboration with Further Education and Training (FET) at the College; Ensure the provision of sufficient quantity and quality of course material and practical training material and equipment (fleece, livestock, equipment, etc.); Manage the applied & information research conducted by lecturing staff at the Agricultural Training Institute on production units: - Review the identification of relevant new information and technology for incorporation in course material. Oversee the presentation of findings of research at relevant platforms. Oversee the provision of verbal and written advice and assistance to farmers in subject field. Manage administrative and extracurricular functions which would, inter alia, entail the following: Give input towards policy; Participate in Strategic and operational planning. Oversee the planning regarding governance, academic, facilities, financial and other related issues; Oversee the Compilation of time tables; Serve on various committees (including governance committees) (e.g. subject academic committees etc.); Compile and submit monthly and quarterly reports; HR responsibility including: Manage subordinates; Development of subordinates; Maintain discipline; Plan and prioritize work of subordinates; Performance management. Monitor expenditure and utilization of assets;

		Comply with the Public Service prescripts; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field. Oversee the planning and execution of ATI events such as open days, parent weekends, career exhibitions and information days; Undertake continuous professional development and participate in staff training activities. Ms W Mngwambe at 072 0831672
<u>ENQUIRIES</u>	:	
<u>POST 17/219</u>	:	<u>AGRICULTURAL ADVISOR REF NO: AA (X13 POSTS)</u> (3 Year Contract)
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 08)
	:	Glen
		Xhariep District: Jacobsdal and Philipolis
		Mangaung Metro: Botshabelo
		Thabo Mofutsanyana District: Vrede, Warden, Petrusteyn, Bethlehem, Ficksburg and Ladybrand
		Lejweleputswa District: Welkom, Hoopstad and Virginia
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF Level 8 qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Compulsory registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body. Valid driver's license (with exception of people with disabilities)
<u>DUTIES</u>	:	Implement identified agricultural development programmes: Conduct situation analysis to identify the real needs; Develop action plans which includes establishing possible solutions and determining resources required; Facilitate the implementation of best practices and technologies; Monitor agricultural development programs. Facilitate access to supporting structures (e.g. transport, market access, municipal services, water and electricity, Government funded projects etc.) and promote record keeping by all clients. Render scientific and technical agricultural extension services to internal and external clients: Facilitate the development of farm business plans; Provide support for the implementation of projects (e.g. CASP, Ilima, etc.); Conduct/facilitate demonstrations of farming/production methods to ensure efficient utilization of resources like soil, water, veld, money, etc.; Present/organise farmers days, information sessions etc.; Conduct regular farm visits and use visitation tools for impact assessment; Provide functional inputs as required by departmental staff; Attend and arrange farmers meeting in the area of operations. Obtain advice/services from relevant specialists (e.g. Professional Scientist, Engineering and Economist etc.) and establish networks and linkages with all relevant stakeholders. Provide support for the development of research and training activities: Identify research and training needs of clients; Empower and build capacity of producers, commodity groups to ensure self-reliance; Facilitate access to farmer training based on the training needs; Monitor the application of new skills/knowledge acquired by clients and provide information on production constraints to the Subject Matter Specialist for further action. Perform administrative and related functions which would, inter alia, entail the following: Keep relevant databases (including a register of farmers within area of operation) up to date; Compile and submit monthly, quarterly reports and other periodic reports as may be required; Provide guidance to internal clients, co-workers etc.; Comply with the Public Service prescripts and departmental policies. Safe keeping of physical assets (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. Ensure service delivery through appropriate utilization of designated ICT tools/systems: Source new information technology required from inputs from specialists and make use of decision support tools as required; Make use of the applicable information and communication tools as determined by government.
<u>ENQUIRIES</u>	:	Ms N F Ngulube at 079 228 1042