

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF 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>	:	27 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.

OTHER POSTS

<u>POST 19/150</u>	:	<u>STATE VETERINARIAN REF NO: SV (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11). 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 REQUIREMENTS</u>	:	Kroonstad Veterinary Laboratory and Welkom State VET Office
	:	BVSc Degree or equivalent Qualification recognised by the South African Veterinary Council. Registration with the South African Veterinary Council. Valid driver's licence (code B). 1-2 years post qualification experience.
<u>DUTIES</u>	:	Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact; Collection of data and stakeholder consultation; Compile and provide inputs for policy development, norms and standards; Dissemination, implementation and auditing of policies, norms and standards. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (eg. Early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions; Management of animals identification and traceability; Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones;

Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care); Design and implementation of herd health programs to promote productivity of livestock; Implement disease surveillance and other epidemiologic studies; Facilitate the development of a practical Early Warning System for all relevant diseases including disease modelling, simulation and scenario mappings; Contribute to the development of emergency diseases control preparedness systems; Liaising with the public, animal owners, organized agriculture and international organizations on the prevention and treatment of diseases; Manage and control the importation and exportation of animals and animal products; Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program; Conduct veterinary risk assessments; Ensure that slaughter and other import/export facilities comply with the registration requirements with the relevant authorities; Performance of abattoir ante and post mortem inspections as required; Audit the hygiene management systems at the import / export establishment (e.g. Implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS); Certification of products in accordance with International norms and standards; Management of meat inspection and disposal of condemned material in accordance with the relevant legislation; Identify illegal slaughter practices and take corrective action with assistance when necessary; Undertake post mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality; Implement new procedures techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research service is rendered; Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples; Inspect slaughter and sterilization facilities to ensure the maintenance of essential national hygiene standards; Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations. Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following:- Determine needs of communities through liaison with community leaders and other stakeholders; Determine interventions required to address the needs; Plan, implement and coordinate the appropriate interventions; Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care; Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the Veterinary unit; Comply with the Public Service prescripts; Comply with Financial Management prescripts; Contribute to the maintenance of databases; Compile and submit reports as required; Oversee and supervise the relevant staff i.e. Compulsory community service veterinarians. Keep abreast of National and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Service, through: Studying the Veterinary legal and policy frameworks continuously to enable optimum performance of the Veterinary functions according to the required standards; Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

<u>ENQUIRIES</u>	:	Dr J J Barnard at 066 025 2229
<u>POST 19/151</u>	:	<u>VETERINARY TECHNOLOGIST REF NO: VET (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Bloemfontein Veterinary Laboratory and Kroonstad Veterinary Laboratory
<u>REQUIREMENTS</u>	:	National Diploma in Veterinary Technology. Registration with the South African Veterinary Council. Valid driver's licence. 1 – 2 years' experience post qualification.
<u>DUTIES</u>	:	Render a Veterinary Laboratory Diagnostic service, which would, inter alia, entail the following: Receive, collect, register, and process specimens; Analyse and interpret laboratory diagnostic test readings; Use approved methods and

techniques to carry out diagnostic tests. Review and verification of test results. Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning, which would, inter alia, include the following: Generate, record, verify, manipulate and maintain diagnostic data; Report back on diagnostic and related data as and when required; Compile monthly and annual statistical reports. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service. This would, inter alia, entail the following: Participate in compilation of SOP's and implementation of approved SOP's in accordance with applicable quality management system; Study professional journals and publications to ensure that cognisance is taken of new developments; Keep abreast of the latest developments in Veterinary Diagnostic technologies. To perform all administrative and related functions which would include, inter alia, the following: Supervise technical and related personnel and section budgets; Stock control of the relevant diagnostic section; Control and maintenance of laboratory equipment, including calibration; Ensure compliance with national prescriptions.

<u>ENQUIRIES</u>	:	Dr H Bester-Cloete at 066 025 1955
<u>POST 19/152</u>	:	<u>ANIMAL HEALTH TECHNICIAN REF NO: AHT (X3 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Xhariep District: Koffiefontein; Mangaung Metro: Botshabelo and Thabo Mofutsanyana District: Warden
<u>REQUIREMENTS</u>	:	National Diploma in Animal Health. Registration with the SA Veterinary Council as Animal Health Technician. A valid driver's licence Code 08 (EB). 1 – 2 years post-qualification experience.
<u>DUTIES</u>	:	Plan and implement disease control measures, which would, inter alia, entail the following: Administer vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax). Collect specimens, examine and dispatch samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction advancement, sample collection and law enforcement, which would, inter alia, entail the following: Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. Provide extension services on animal health to animal owners, which would, inter alia, entail the following: Determine the needs of farmers, communities through liaison with them, Initiate meetings, gatherings and farmers days for the promotion of animal health and production. Do presentations at extension programs, farmers' days, etc. Perform administrative and related functions which would entail the following: Populate databases and registers. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan for Animal Health Unit.
<u>ENQUIRIES</u>	:	Xhariep District: Ms M Dlanga at 072 711 1809 Mangaung Metro: Dr J J Barnard at 066 025 2229
<u>POST 19/153</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER REF NO: VPH (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Fezile Dabi District: Sasolburg
<u>REQUIREMENTS</u>	:	Relevant National Diploma in Environmental Health / Animal Health / Veterinary Public Health. Registration with the relevant South African statutory board is recommended. Valid driver's license (code EB). 1 – 2 years post-qualification experience.
<u>DUTIES</u>	:	Ensure meat hygiene and food safety through inter alia: Monitor and inspect import and export products / animals and accompanying documentation to

ensure that international standards are adhered to. Execute law enforcement in accordance with the Meat Safety Act. Abattoirs & sterilization plants: Auditing and monitoring abattoir hygiene through routine sampling and conducting of regular inspections. Making recommendations regarding the registration, upgrading and repair of existing facilities. Implementation and verification of the Hygiene Assessment System (HAS). Provide training to meat inspection staff, slaughter personnel and quality control officers. Ensure that game harvesting processes comply with national and international standards. Ensure legislative compliance through awareness campaigns, extension practices & law (to public, existing & proposed clients regarding food safety) through inter alia: Advise the public regarding informal slaughtering & exemptions; Determine slaughtering needs of communities and make recommendations; Assist with Departmental projects regard slaughtering of animals (culling); Provide training, technical assistance and health education to communities on food safety; Recommendations regarding the registration, upgrading and repair of existing facilities; Training of meat inspection staff, abattoir personnel and Food Safety Managers' Serving of directives (reports, warning, notices, directives); Investigate and control illegal slaughtering in collaboration with the relevant authorities; Liaison with internal and external stake holders. Ensure compliance with legislation, national and international export requirement (individual export or district export facilities & international trade requirements) through inter alia: Auditing of export facilities for compliance (dairies, cutting plants, processing plants, sources for hides & skins, intermediate stores). Game harvesting – monitoring of harvesting procedures (compliance with local and international requirements. Collection of samples for surveillance projects of identified diseases in animal and animal products, i.e. BSE Sampling (Brain stem samples), bacteriological sampling (Water, effluent, surfaces, carcasses), Residue Sampling (Hormones, pesticides, Antibiotics). Perform administrative and related functions, which would, inter alia, entail the following: Collection of data, Populate database, Compile and submit monthly and quarterly reports, letters and notices. Provide inputs to the operational plan for veterinary public health.

ENQUIRIES : Dr M Mundia at 066 025 4575

POST 19/154 : **LABORATORY ASSISTANT REF NO: LA (X2 POSTS)**

SALARY : R193 359 per annum (Level 04)
CENTRE : Kroonstad Veterinary Laboratory
REQUIREMENTS : Grade 12 or equivalent qualification. No experience needed.
DUTIES : Prepare samples for the analysis and/or determination of causes of disease i.e. chemical residues, pH, EC, mycology etc. which would, inter alia, entail the following: Labelling of samples Collecting/taking samples for preparation (i.e. blood, water, soil, tissue). Preparation of sample material by eg. weighing, drying, cutting etc. Preparation of media (ELIZA kits). Preparation and staining of smears. Preparation of stains, buffers and reagents. Storage of samples. Packing and/or transport samples. Assist in decontamination and disposal of used samples. Removal of waste. Perform routine analysis of samples under mentorship/supervision of senior personnel which would include inter alia the following: Visual inspection and collection of infected material if applicable. Perform extractions and basic analyses of samples. Perform bacterial isolations and confirmatory tests. Assist in routine identification of various types of pests/diseases (including bacteria, parasites etc.). Record analyses results. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock: Daily care of animals (i.e cleaning of water troughs and adding health treatments to feed). Moving animals between camps. Report unhealthy animals, mortalities and have post mortems done. Perform administrative and related functions, which would, inter alia, entail the following: Inventory control of equipment and consumables for equipment. Record keeping and updating of identified registers (i.e. Registration book, Sample referral; Samples received, records of results, inventory of standards, reagents and chemicals). Assist with invoicing of analyses. Comply with health and safety regulations.

ENQUIRIES : Ms E Mokhobo at 073 581 9936

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: Applications should be addressed to various institution as per the application's need:

to be submitted to: **Provincial Office:** Please forward your application quoting the relevant reference number, Department of Social Development, Private Bag X20616, Bloemfontein 9300. Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to Recruitment@fssocdev.gov.za General enquiries: Ms MV Mophethe at 083 577 2009

Leratong CYC Centre: Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, 1809 Mokheithi Street Phuthaditjhaba, 9866 OR Email to Recruitment.Leratong@fssocdev.gov.za

Bethlehem Office: Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, Johan Blignaut Street, Sederhof Building, Bethlehem, OR Email to: Recruitment.Bethlehem@fssocdev.gov.za

Botshabelo Haven Old Age Home: Please forward your application quoting the relevant reference number, OR hand over to Department of Social Development, 423 Section B, Botshabelo, 9781 Email to: Recruitment.Botshabeloh@fssocdev.gov.za

Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, Tshireletsong Child & Youth Care Centre, Phola Park, Next to Legae High School, Bochabela, Bloemfontein, 9323 or Email to Recruitment.mangaung@fssocdev.gov.za

Qwaqwa FDC: Please forward your application quoting the relevant reference number, OR hand deliver Department of Social Development, Corner of Moremoholo and Setai Street, Old FDC Building, Setsing, 9870, OR Email to: Recruitment.tmfutsanyana@fssocdev.gov.za

Welkom Office: Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, Macholo Building, 05 Elizabeth Street, Welkom 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za

CLOSING DATE

: 23 June 2025 at 16h00

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received application using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POSTS

<u>POST 19/155</u>	:	<u>DEPUTY DIRECTOR: FRAUD AND ANTI-CORRUPTION REF NO: DSDFS 41/25 (X1 POST)</u>
<u>SALARY</u>	:	R896 436 per annum
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	A recognized Bachelor's Degree/ National Diploma in Public Administration/Management or relevant equivalent qualification with 3-4-year relevant experience.
<u>DUTIES</u>	:	Develop and Manage the Departmental Anti – Corruption and Fraud Prevention Strategy and plan and monitor the Implementation thereof. Manage the Development of measures and mechanisms to reduce and detect corruption of fraud in the department. Communicate and Liaise with all stakeholders both internal and external. (Labour Relations, Legal, national Intelligence Agency and South African Police Service. Develop Content of the Presentation material and ensure that training and awareness programmes are conducted. To ensure the management of financial and human resources.
<u>ENQUIRIES</u>	:	Mr. G Molahloe at 083 291 5468
<u>POST 19/156</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 (X8 POSTS)</u>
<u>SALARY</u>	:	R477 564 per annum
<u>CENTRE</u>	:	Fezile Dabi District: Kroonstad Ref No: DSDFS 42/25 (X2 Posts) Mangaung Metro: Bloemfontein Ref No: DSDFS 43/25 (X1 Post), Thaba Nchu Ref No: DSDFS 44/25 (X1 Post) Thabo Mofutsanyana: Qwa Qwa Reference No. DSDFS 45/25 (X1 Post), Bethlehem Ref No: DSDFS 46/25 (X1 Post) Lejweleputswa District: Welkom Ref No: DSDFS 47/25 (X2 Posts)
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in Social Work after registration as Social Work with the SACSSP. (applicants are not submitting copies/ attachments/ certificates/ ID /Driver license/qualifications on application, only when shortlisted)
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRIES</u>	:	Ms. M Martins at 066 487 6214 (Fezile Dabi) Ms M Phori at 071 864 5734 (Mangaung Metro) Ms H Moloi at 083 302 5914 (Thabo Mofutsanyana) Ms M Monyameng at 083 443 8201 (Lejweleputswa)
<u>POST 19/157</u>	:	<u>ASSITANT DIRECTOR: RISK MANAGEMENT REF NO: DSDFS: 48/25 (X1 POST)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	A three-year Bachelor's degree/ National diploma or equivalent NQF level 6 qualification with Risk Management, Auditing/ Internal Auditing as a major and valid driver's license. 2-3 years' experience in Risk Management, Auditing/ Internal Auditing Knowledge of relevant legislation. Valid driver's licence (Motor Vehicle)
<u>DUTIES</u>	:	Core responsibilities will be largely focused around protecting the Department from various forms of risk and fraud. To provide effective and efficient risk management services. Develop and maintain by facilitating development and maintenance of the following department's risk management documents namely, Risk Management strategy, Risk Management Policy, Risk Plan/ Register/ Profile and Risk Management Committee Charter. Maintain and

update risk registers to determine the effectiveness of progress concerning risk management in the department. Conduct education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the department. Review the implementation of risk management processes to ensure compliance in the department. Educate and train all staff on enterprise-wide risk management principles and its value-add. Maintain and communicate the risk management initiatives to all staff. Analyse the Department strategic objectives, audit findings and loss control register with a view to mitigate risks. Conduct risk identification, analysis and evaluation with business units. Monitor status of risk mitigation action and report on the impact of mitigation plans. Regularly update the Department's risk register. Develop and maintain the current risk management portal. Ensure proper management of resources to render an effective and efficient risk management services.

ENQUIRIES : Mr R Musi at 066 015 9384

POST 19/158 : **ASSISTANT DIRECTOR: WEB & SYSTEM MANAGEMENT REF NO: DSDFS: 49/25 (X1 POST)**

SALARY : R468 459 per annum (Level 09)
CENTRE : Provincial Office

REQUIREMENTS : An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology (with Web / Application Development as a subject). 3 years' practical experience in Web / Application Development Environment. Knowledge of Systems Development Life Cycle (incl. Data Modelling & System Design). Sound knowledge of Java, JavaScript, HTML, SQL and Oracle PL/SQL, Microsoft share-point. Practical knowledge of database design and normalisation of user requirements. Valid Driver's license (Motor Vehicle)

DUTIES : Provide management for web resources and subordinates, Design, create and maintain the web site for the department, Graphic designing and print media Design, create and maintain the web site for the department, Plan, coordinate and implement security measures to safeguard against accident or unauthorized monitoring or disclosure, Maintain, test and administer web server, operating tools and software for department web site, Keep abreast with new developments and provide inputs to policies and strategies, Train, advice and inform IT staff and Department officials on usage of web resources to improve the department's efficiency and effectiveness.

ENQUIRIES : Mr M Mandiwana at 066 015 9384

POST 19/159 : **ASSISTANT DIRECTOR: ICT OPERATIONS MANAGEMENT REF NO: DSDFS: 50/25 (X1 POST)**

SALARY : R468 459 per annum (Level 09)
CENTRE : Provincial Office

REQUIREMENTS : An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology. 5 years' practical experience. Valid Driver's license (Motor Vehicle)

DUTIES : To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental DITC Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipment in the Department, including the disposal thereof in terms of Treasury regulations.

ENQUIRIES : Mr M Mandiwana at 066 015 9384

<u>POST 19/160</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL PLANNING, BUDGETING & MONITORING REF NO: DSDFS: 51/25 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Provincial Office
	:	Bachelor's Degree in Accounting or NQF level 6 qualification in Financial Management or Grade 12 plus a minimum of 5 years' experience in Public Sector Financial Administration. Computer literacy including knowledge of Microsoft Excel. Knowledge and understanding of the PFMA and Treasury Regulations.
<u>DUTIES</u>	:	The compilation of departmental budget documents, presentations and reports, The shifting of funds within programmes as well as effecting virements on BAS and the reporting thereof, The compilation of expenditure reports (e.g Status reports, IYM, CG, Priority and COE reports) for programme monitoring in terms of actual expenditure, commitments, deviations and future projections, the control of SCOA segments and BAS codes related to budgeting, The performing of an administration function for the directorate, the performing of ad hoc requests.
<u>ENQUIRIES</u>	:	Ms S Van Der Merwe at 066 487 6197
<u>POST 19/161</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANGEMENT X1 REF NO: DSDFS 52/25 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Provincial Office
	:	Bachelor's Degree or a National Diploma in Human Resource Management or NQF level 6 qualification. 3 years' work experience in Human Resource Management. Proven knowledge of PERSAL. Computer literacy. A valid driver's license (Motor Vehicle)
<u>DUTIES</u>	:	Manage Personnel Administration Sub-directorate. Manage performance of staff and ensure appropriate training and development. Maintain Human Resource database of the department. Monitor and authorize PERSAL transactions according to delegations of the department. Manage appointment, transfers and termination of services. Prepare and consolidate reports on personnel administration issues. Implement of departmental/public service policies on matters related to human resource management to adhere to the relevant prescripts/legislations. Perform functions of a PERSAL Controller.
<u>ENQUIRIES</u>	:	Ms SD Lebakeng at 066 486 6668
<u>POST 19/162</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & ADVISORY SERVICES REF NO: DSDFS 53/25 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Provincial Office
	:	Bachelor's Degree in Human Resource Management or NQF level 6 qualification with appropriate experience. 3 years relevant working experience. Computer literacy. A valid driver's license (Motor Vehicle)
<u>DUTIES</u>	:	Manage Human Resource Planning and Advisory Services. Develop and provide advice on all human resource policies in the department. Co-ordinate recruitment and selection process. Develop and submit Human Resource Plan, Human Resource Plan Implementation Report, Employment Equity Plan and Employment Equity Report. Manage performance of subordinate and ensure appropriate training and development. Oversee the implementation of directive and policies.
<u>ENQUIRIES</u>	:	Ms MV Mophethe at 083 577 2009
<u>POST 19/163</u>	:	<u>ADMINISTRATIVE OFFICER HUMAN RESOURCES REF NO: DSDFS 55/25 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Bethlehem Office
	:	Appropriate degree or National Diploma in Human Resources Management/Public Administration/Public Management or NQF Level 5 qualification. A minimum of 2 years' experience in administration, public sector,

		Human Resource matters, Supply Chain Management, Financial management, Budget administration.
<u>DUTIES</u>	:	Implement financial administration to support the Manager with financial administration. Render supply chain management support services to the Manager. Render general support services to the Directorate. Supervises and controls resources to ensure a satisfactory workflow and service delivery
<u>ENQUIRIES</u>	:	Mr V Motaung at 083 406 2366
<u>POST 19/164</u>	:	<u>ADMINISTRATIVE OFFICER (PMDS PRACTITIONER) REF NO: DSDFS 56/25 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate degree or National Diploma in Human Resources Management/Public Administration/Public Management or NQF Level 5 qualification. A minimum of 2 years' experience in administration, public sector, Human Resource matters, Supply Chain Management, Financial management, Budget administration.
<u>DUTIES</u>	:	Assist with the successful implementation of the (employee) Performance Management System for officials' level 1-12 within the Department. Verify and report on the extent to which Performance Management Plans are developed, signed and/or maintained within all units of the Department and assist and/or advice Managers thereon. And monitor the adherence to all due dates of Performance Agreements, Quarterly Reviews and End of Cycle Reports. Finalization of the annual PMDS Cycle. Render effective and efficient secretariat services to the Departmental PMDS structures. Represent the Department in committees and/or for a on matters related to the above.
<u>ENQUIRIES</u>	:	Ms L Rossouw at 066 486 5542
<u>POST 19/165</u>	:	<u>PERSONAL ASSISTANT (CHIEF DIRECTOR: COMMUNITY & PARTNERSHIP DEVELOPMENT REF NO: DSDFS 57/25 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Diploma or equivalent qualification at (NQF level 5). A minimum of 1 to 2 years' experience in Administration or rendering a support service to Senior Management. Knowledge of relevant Public Service and Departmental legislation / prescripts / policies and procedures. Knowledge of financial, provisioning and Human Resource administration procedures and processes. Skills and Competencies; Communication skills (verbal and Written), Interpersonal and organizational skills, Computer literacy; Numerical skills, Competency in word, excel and power-point Problem solving. Creative and analytical thinking. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Provide secretarial / receptionist support to the Chief Director. Render Administrative support services (arrange for meetings, filling, manage the diary, ensure minutes are available for all Chief Director meetings, filling and easy retrieval of documents) and manage the budget of the Chief Director. Remains up to date with regard to prescripts / policies and procedures applicable to the terrain to ensure efficient and effective support to the Chief Director.
<u>ENQUIRIES</u>	:	Ms W Direko at 066 487 6191
<u>POST 19/166</u>	:	<u>MONITORING AND EVALUATION OFFICER REF NO: DSDFS 58/25 (X5 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	An appropriate Degree - (Bachelor of Commerce / Business Management / Economics / Business Administration / Public Administration / Monitoring and Evaluation. 1-2 years relevant working experience. A Valid driver's license.
<u>DUTIES</u>	:	Assist with the development of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Assist with the development of the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. Arrange, in liaison with the Departmental Skills Development

		Facilitator, capacity building programmes on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Collate and consolidate information pertaining to the performance of the Department. Attend provincial – and/or departmental meetings on matters related to monitoring and evaluation. This includes the capturing of resolutions if and when the meetings are chaired by the Departmental M&E Specialist and/or the departmental Manager: M&E.
<u>ENQUIRIES</u>	:	Mr T Ntsane at 083 295 2624
<u>POST 19/167</u>	:	<u>STATE ACCOUNTING CLERK: NPO REF NO: DSDFS 59/25 (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Thabo Mofutsanyana District Office (X2 Posts)
	:	Mangaung Metro District Office (X2 Posts)
	:	Lejweleputswa District Office (X2 Posts)
	:	Xhariep District Office (X2 Posts)
	:	Fezile Dabi District Office (X2 Posts)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. National Diploma or Bachelor's Degree (NQF6/7) in Finance / Accounting/ Auditing as recognised by SAQA and 1-year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments), Collection of cash). Perform Financial Accounting Administration support services inclusive of updating and maintaining invoice tracking register, file documents (Batch control), perform adhoc activities as and when required. Perform bookkeeping support services in respect of: - capturing of all financial transactions, clearing of suspense accounts, recording of debtors and creditors, processing of electronic banking transactions and compiling of journals.
<u>ENQUIRIES</u>	:	Ms N Bothma at 083 443 8215 (Lejweleputswa) Ms K Nkungwana at 083 443 8343 (Fezile Dabi) Ms P Lithabe at 066 486 6749 (Thabo Mofutsanyana) Ms M Mohokare at 083 443 9037 (Mangaung Metro)
<u>POST 19/168</u>	:	<u>LAUNDRY AID SUPERVISOR REF NO: DSDFS 60/25 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Leratong CYC Centre
	:	Botshabelo Haven Old Age Home
<u>REQUIREMENTS</u>	:	Grade 10/Abet level 4. Three (3) years laundry work or related or related experience required.
<u>DUTIES</u>	:	Supervise laundry operations. Supervise provision of laundry maintenance services. Supervise human and physical resources.
<u>ENQUIRIES</u>	:	Ms T Nhlapo at 066 485 9783
<u>POST 19/169</u>	:	<u>CLEANER SUPERVISOR/FOREMAN REF NO: DSDFS 61/25 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 10/ABET level 4. 3 years cleaning experience.
<u>DUTIES</u>	:	To oversee cleaning services of offices, corridors, general kitchens, restrooms and bathrooms. To manage and ensure the maintenance of cleaning materials and equipment. To supervise human /staff
<u>ENQUIRIES</u>	:	Ms M Petje at 066 487 6143
<u>POST 19/170</u>	:	<u>CLEANER REF NO: DSDFS 62/25 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Botshabelo Haven Old Age Home
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification.

<u>DUTIES</u>	:	Provision of cleaning services by cleaning offices corridors, elevators and Boardrooms. Cleaning restrooms. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Ms S Sothoane at 066 486 6635
<u>POST 19/171</u>	:	<u>LAUNDY AID REF NO: DSDFS 63/25 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Botshabelo Haven Old Age Home (X2 Posts)
	:	Leratong CYC (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF Level 3 (Grade 10 certificate or equivalent)
<u>DUTIES</u>	:	Operate washing machine/tumbles driers/presses, Sort linen in laundry, supply clean linen to wards and remove dirty/soiled linen, Load and off load linen from laundry trucks, Slouch soiled linen.
<u>ENQUIRIES</u>	:	Ms S Sothoane at 066 486 6635, Ms T Nhlapo at 081 829 9433

DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets correlating to the posts.

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za .
<u>FOR ATTENTION</u>	:	Mr. W van Zyl, Fidel Castro Building Tel No: (051) 405 5266
<u>CLOSING DATE</u>	:	25 June 2025
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: https://www.thensg.gov.za . Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. 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, hand delivered or e-mailed 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). 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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Employment Equity targets: African males and/or African females. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 19/172</u>	:	<u>DIRECTOR: FISCAL POLICY REF NO: FSPT: 013/25</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package). (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A degree or equivalent qualification (NQF level 7) in Accounting/ Economics or equivalent qualification with Accounting/ Economics as a passed major subject. A minimum of five (5) years' experience in a budget/ fiscal policy/ public finance/ economic research environment. Five (5) years' experience at Middle/Senior Managerial level. Knowledge of The Constitution of the RSA, Intergovernmental Fiscal Relations Act, Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Medium Term Expenditure Framework (MTEF) Budget process, Treasury regulations and Treasury guidelines. Must possess the following skills: Written and verbal communication-, policy development-, budgeting-, strategic skills-, reporting- and presentation-, conflict management-, problem solving-, leadership-, managerial-, project management-, financial management-, analytical- and persuasive skills and ability to effectively interact with clients.
<u>DUTIES</u>	:	Provide advice on the Medium-Term Fiscal Policy Framework. Oversee the analysis of the provincial equitable share and conditional grants. Enhance and optimize provincial revenue streams. Manage the revenue trends and revenue reports compiled/produced. Oversee the effective administration of own revenue resources. Enable the implementation of an appropriate borrowing policy framework. Set parameters for the development of an overall financing envelope for the province. Ensure the issuing of best practice/instruction to the Provincial Departments. Provide technical assistance and build capacity in the Provincial Departments and Public Entities. Manage the resources of the Directorate. Manage and mitigate risks within the Directorate.
<u>ENQUIRIES</u>	:	Mr. P E Lebone at 082 803 4075 (office hours only)