



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 67/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF AGRICULTURE

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE: 2008/08/05

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohlang Building, Ground Floor, Chr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za

DEPARTMENT OF AGRICULTURE

APPLICATIONS

FOR ATTENTION

CLOSING DATE

NOTE

Department of Agriculture, Private Bag X02,
Bloemfontein, 9300 or Room 517, ABSA Building
Mrs T van der Berg

18 AUGUST 2008

Applications must be submitted on Form Z83, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates, driver's licence and your ID/Passport.

POST

SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT
(1 POST) REF: SM/SCM

SALARY

An all-inclusive remuneration package of R 540 429 (Level 13) per annum consisting of a basic salary (60% of package), State's contribution to the pension fund (15% of basic salary) and a flexible portion that may be structured according to the individual's personal needs but within the terms of the applicable rules. The appointment is subject to the signing of a performance agreement.

CENTRE

Supply Chain Management, Glen

REQUIREMENTS

- * An appropriate recognized three year B-Degree or equivalent qualification
- * Honours and Master's degree will be advantageous
- * A proven track record of extensive experience in middle management.

RECOMMENDATIONS

- * Knowledge of PFMA, Treasury Regulations, Preferential Procurement Policy Act, and the Framework for Supply Chain Management
- * Exceptional people management skills
- * Innovative and inspirational leadership
- * Team player
- * Advanced business communication skills
- * Sound knowledge of the Broad Based Black Economic Empowerment Act (BBBEE Act) and the BBBEE Codes & Good Practice
- * Good understanding of the various elements of SCM, including demand, acquisition, logistics, asset management & disposal
- * Working knowledge of the relevant transversal systems (LOGIS & BAS)

DUTIES

- * Oversee and manage the 3/5 years SCM Departmental Plan
- * Develop and implement the SCM Annual Procurement Strategy for the Department in order

to ensure optimised service delivery, development impact and good governance

- * Establish and maintain appropriate policies and procedures to ensure effective and efficient management of the SCM
- * Manage an effective & efficient SCM system in the Department of Agriculture, in accordance with the SCM Framework, the relevant Treasury Regulations as well as SCM Practice Notes issued by the National Treasury.
- * Ensure the achievement of effective Bid Management
- * Ensure compliance with applicable legislation, regulations, policies and procedures
- * Oversee that effective acquisition of goods and services are accomplished based on Just-In-Time (JIT) principle
- * Ensure effective management of all contracts and Service Level Agreements, including monitoring and evaluation
- * Ensure reporting on matters relating to demand, acquisition, logistics, asset management & SCM performance
- * Oversee the development of asset management & disposal strategy for the Department & oversee the maintenance of an asset management register as well as the disposal of redundant state assets
- * Develop and implement strategies on Supply Chain Risk Controls & Fraud Prevention
- * Manage & co-ordinate all related activities, including year-end procedures
- * Manage the financial & human resources of the Directorate, including performance & evaluation of staff

ENQUIRIES

Mr M E Matshela, Tel No (051) 506 1605

POST : **VETERINARY TECHNOLOGIST (3 POSTS)**
(BACTERIOLOGY) REF: VT/LAB

SALARY : R 145 920 p.a.

CENTRE : **Bloemfontein Veterinary Laboratory (2 posts)**
Kroonstad Veterinary Laboratory

REQUIREMENTS :

- * National Diploma in Veterinary Technology
- * Registration with the SA Veterinary Council
- * Valid driver's license
- * Computer skills
- * Experience in Bacteriology will be an added advantage

DUTIES :

- * Render a Veterinary Laboratory Diagnostic

service, which would, inter alia, entail the following:-

- (i) Receive, collect, register and process specimens;
- (i) Analyse and interpret laboratory diagnostic test readings;
- (ii) Use approved methods and techniques to carry out diagnostic tests
- (iii) 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:-
 - (i) Generate, record, verify, manipulate and maintain diagnostic data;
 - (ii) Report back on diagnostic and related data as and when required;
 - (iii) 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 effective and efficient Veterinary Diagnostic laboratory service. This would, inter alia, entail the following:-
 - (i) Participate in compilation of SOP's and implementation of approved SOP's in accordance with applicable quality management system;
 - (ii) Study professional journals and publications to ensure that cognisance is taken of new developments;
 - (iii) Keep abreast of the latest developments in Veterinary Diagnostic technologies
- * To perform all administrative and related functions which would include, inter alia the following:-
 - (i) Supervise technical and related personnel and section budgets
 - (ii) Stock control of the relevant diagnostic section
 - (iii) Control and maintenance of laboratory equipment, including calibration;
 - (iv) Ensure compliance with national prescriptions

ENQUIRIES

: Mr K Vermeulen, Tel No (051) 436 3677
Mrs M van Zyl, Tel No (056) 2122671

POST

: **SPECIALIZED VETERINARY TECHNOLOGIST (1 POST) REF: SVT/BFN**

SALARY

: R 174 243 p.a.

<u>CENTRE</u>	:	Bloemfontein Veterinary Laboratory
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> * National Diploma in Veterinary Technology * Registration with the SA Veterinary Council * 3 – 5 years experience * Valid driver's license * Computer skills
<u>DUTIES</u>	:	<ul style="list-style-type: none"> * Implementation of LIMS system in laboratory: <ul style="list-style-type: none"> - All aspects of diagnostic disciplines including Reproduction, Mastitis, Media preparation, Brucella, Equine, Ovine, Bovine and other species. Periodical reporting and statistical analysis of data. Making all policies and SOP's electronically available for all the disciplines in the FS Province. - All aspects of the implementation of LIMS, hardware and software requirements in the laboratory set-up in the FS Province. The configuration and set up of the LAN and WAN requirements for implementation and capturing of data. These requirements include the interfacing of instruments and also the calibration thereof (whether it be electronically or manual calibration i.e. incubators and microscopes). - Ongoing updates of all additional requirements for tests and LIMS inputs and replication requirements to the main frame. * Implementation and managing of all aspects surrounding bacteriology and related fields (i.e. standardization of methods and methodology used in laboratories). Putting SOP's and standard methods in place. Training personnel in the use of these methods and monitoring changes where needed. <ul style="list-style-type: none"> - Monitoring of all isolations, identifications and preparations of samples to be tested, including the preparation of media, reagents, buffers and antigens used for these tests - Administration of bacteriology sections, including reproduction, mastitis (milk and meat hygiene). - Responsible for the updating of all statistical data used to accumulate monthly including annual statistical reports. - Liaison and communication on interdepartmental, provincial, national and international levels.

- * Managing and implementation of research and development projects in bacteriology, parasitology and related fields and antigens
- * Identification and confirmation of all internal, external and blood parasites
- * Implement and maintenance of Quality Management Services (QMS)

ENQUIRIES

: Mr K Vermeulen, Tel No (051) 436 3677

POST

: **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING
(1 POST) REF: DD/FIN**

SALARY

: An all inclusive remuneration package of R 344 052 p.a.

CENTRE

: **Bloemfontein**

REQUIREMENTS

: B Comm. Degree with Accounting and Tax at least 3 – 5 years experience in a Finance environment

RECOMMENDATIONS

- Good understanding of regulatory framework for the Public Service, i.e. PFMA, Treasury Regulations, the Public Service Act, etc.
- Thorough knowledge and experience of BAS, PERSAL and LOGIS
- Good communication and interpersonal skills
- Must be computer literate with thorough experience and knowledge of MS Excel
- Good people management skills
- Ability to work under pressure and to adhere to strict deadlines

DUTIES

- Provide effective and efficient revenue and expenditure management service
- Provide effective and efficient Payroll and Tax Management Service
- Provide effective and efficient Cash Management Service
- Assist with Risk Management and annual audit
- Assist with the compilation of Annual Financial Statements
- Coordinate monthly reporting, management of control accounts, monthly and annual closure procedures
- Train and develop staff members
- Manage and supervise subordinates

ENQUIRIES

: Mrs F Claassen, Tel No (051) 506 1625

POST

: **ASSISTANT DIRECTOR: EXPENDITURE AND REVENUE**

(1 POST) REF: AD/REV

- SALARY** : R 174 243 p.a.
- CENTRE** : **Bloemfontein**
- REQUIREMENTS** : A Bachelor's Degree/Diploma with Accounting as subject and/or equivalent qualification plus relevant experience in Revenue and Expenditure Management
- RECOMMENDATIONS** :
 - Working knowledge of Government's transversal systems (BAS, PERSAL, and LOGIS)
 - Well conversant with Public Finance Management Act, Treasury Regulations and Public Service Regulations
 - Developed computer literacy with a strong emphasis on MS Excel and Access
 - Good sound analytical skills with good communication skills both written and verbal
 - Good people management skills
- DUTIES** :
 - Provide effective and efficient revenue and expenditure service to internal and external clients
 - Proper administration and clearance of control accounts on a monthly basis
 - Manage the Creditors, Revenue, Subsistence and Transport Units and ensure effective and efficient administration of the mentioned Units
 - Ensure that monthly reconciliations are performed and relevant control measures implemented
 - Ensure that a Revenue, Creditors and Subsidized Transport databases are established and maintained on a monthly basis
 - Manage, supervise, train and develop staff
 - Ensure compliance of relevant Legislation Policies and Procedures
- ENQUIRIES** : Mrs F Claassen, Tel No (051) 506 1625

POST : **AGRICULTURAL ECONOMIST (FARM MANAGEMENT)**
(1 POST) REF: AE/FARM

- SALARY** : R 117 501 p.a.
- CENTRE** : **Xhariep District: Trompsburg**
- REQUIREMENTS** :
 - * B Sc with Agricultural Economics or B Agric (Honours) with specialisation in Farm Management
 - * Driver's license (Code EB)
- RECOMMENDATION** : Relevant experience in the field of Agricultural Economics
- DUTIES** :
 - * Provide specialist farm management and

- agricultural economic advice
- * Support the implementation of programmes for Risk and Disaster Management
- * Facilitate access to finance
- * Support training of farmers regarding record keeping, farm management, etc.
- * Promote cooperative and commodity group development
- * Conduct project appraisals and compile and evaluate business plans
- * Take responsibility to veto projects if not sustainable
- * Assist in the development of agricultural economic norms and standards
- * Serve on multi-disciplinary task teams

ENQUIRIES : Mr S van Schalkwyk, Tel No (051) 7130480

POST : **ENGINEERING TECHNICIAN (1 POST) REF: ENGT/2008**

SALARY : R 145 920 p.a.

CENTRE : **Fezile Dabi District: Sasolburg**

REQUIREMENTS :

- * A National Diploma in Engineering and registrable as Professional Technician in terms of section 14(1) or 4(2) of the Engineering Profession of South Africa Act 1990 (Act 114 of 1990)
- * Computer literate (e.g. Windows, MS Office etc.)
- * A valid driver's licence Code 08
- * Relevant working experience

RECOMMENDATIONS :

- * Experience in the field of agricultural engineering i.e. irrigation – recourses, farm structures or mechanisation and knowledge on agriculture and farming in general.
- * Proficient in technical engineering soft ware such as CAD, Star Dust and surveying utilising both total stations and GPS instruments

DUTIES :

- Render of support service to professional Engineers of the Department of Agriculture on:
- * Plan, design, specification, construction supervision and support on implementation of projects in the field
- * Practical evaluation of projects in the field and provide on- and off-farm technical support in engineering principles to the emerging farming community in the Free State

ENQUIRIES : Mr H Grober, Tel No (051) 506 1464

POST : **CONTROL MEAT INSPECTOR (1 POST) CMI/2008**

<u>SALARY</u>	:	R 174 243 p.a.
<u>CENTRE</u>	:	Free State Province (stationed at Bloemfontein)
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> * National Diploma in Environmental Health or equivalent * Registration with the relevant SA statutory board is recommended * Valid driver's license (code EB) * Six years appropriate experience (post-qualification experience)
<u>RECOMMENDATIONS</u>	:	<ul style="list-style-type: none"> * Knowledge of Meat Safety Act and Regulations * Written and verbal communication skills
<u>DUTIES</u>	:	<ul style="list-style-type: none"> * Manage and control the application of the Meat Safety Act and other relevant legislation through inter alia: <ul style="list-style-type: none"> (i) Abattoirs and sterilization plants <ul style="list-style-type: none"> • Oversee upgrading and registration of slaughter facilities • Consultation on abattoir planning • Site visits and site-evaluation • Structural evaluation of abattoir plans for compliance • Inspection of slaughter facilities, dairy factories, game harvesting and sterilization plants • Ensure adherence to basic hygiene standards and essential national / international standards (ii) Monitor and inspect import and import and export products/ animals and accompanying documentation to ensure that international standards are adhered to (iii) Ensure that game harvesting processes comply with national and international standards (iv) Execute law enforcement in accordance with the Meat Safety Act * Manage awareness regarding meat hygiene and food safety through inter alia: <ul style="list-style-type: none"> (i) Control illegal slaughtering in collaboration with the relevant authorities and advise the public regarding informal slaughtering of animals (ii) Develop training material for health education to communities and abattoir workers on meat hygiene and food safety (iii) Compile and manage the execution of a plan to address the slaughtering needs of communities (v) Liaison with community leaders, other

- department, abattoir owners and other relevant role players
- * Oversee the collection of samples for surveillance projects on identified diseases in animal products and report to the relevant stakeholders within the prescribed timeframes
- * Keep up to date with regard to the applicable (including national and international) prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Public Health service. This would, inter alia, entail the following:
 - (i) Monitor and study technological advances and best practices in the field of veterinary public health to enable him / her to perform the veterinary public health function according to the required standards
- * Perform administrative and related functions, which would, inter alia, entail the following:
 - (i) Oversee / compile and submit monthly and quarterly reports, letters and notices
 - (ii) Draft Operational Plan for veterinary public health
 - (iii) Manage and control technical and related personnel, budgets and assets
 - (iv) Develop, implement and maintain databases
 - (v) Draft policies / procedures / protocols related to veterinary public health

ENQUIRIES

: Dr K Mojapelo, Tel No (051) 4363677

- * The Free State Department of Agriculture is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.
- * It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- * The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competence assessment.