



**agriculture & rural development**

Department of  
Agriculture and Rural Development  
FREE STATE PROVINCE

Enquiries: Mrs T van der Berg

Ref:

**TO: OFFICE OF THE MEC  
HEAD OF DEPARTMENT  
GEN MANAGER: CORPORATE SERVICES  
CHIEF AUDIT EXECUTIVE  
CHIEF FINANCIAL OFFICER  
GEN MANAGER: DISTRICT SERVICES  
GEN MANAGER: AGRICULTURAL DEVELOPMENT SUPPORT  
SNR MANAGER: MOTHEO DISTRICT  
SNR MANAGER: XHARIEP DISTRICT  
SNR MANAGER: LEJWELEPUTSWA DISTRICT  
SNR MANAGER: THABO MOFUTSANYANA DISTRICT  
ACTING SNR MANAGER: FEZILE DABI DISTRICT  
SNR MANAGER: VETERINARY SERVICES  
SNR MANAGER: SUSTAINABLE RESOURCE MANAGEMENT  
SNR MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING  
SNR MANAGER: GLEN AGRICULTURAL INSTITUTE  
HEAD: LEGAL SERVICES  
ACTING SNR MANAGER: SUPPLY CHAIN MANAGEMENT  
SNR MANAGER: HUMAN RESOURCES  
ACTING SNR MANAGER: MANAGEMENT SERVICES  
SNR MANAGER: AGRIC ECON DEV & PLANNING  
SNR MANAGER: PERFORMANCE OVERSIGHT AND PLANNING  
HEAD OF COMPONENTS  
ALL STAFF**

**HUMAN RESOURCE CIRCULAR NO 9 OF 2011**

**ADVERTISEMENT OF POSTS: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

**CLOSING DATE: 24 JUNE 2011**

The above-mentioned circular is attached for your information. Kindly bring its contents to the attention of all staff.

**HEAD OF DEPARTMENT: AGRICULTURE AND RURAL DEVELOPMENT**

**DATE: 20/06/11**

Private Bag X02, Bloemfontein, 9301

ABSA Building, 2<sup>nd</sup> Floor, Room 212, Cnr Elizabeth Aliwal Streets, Bloemfontein

Tel: (051) 506 1502 Fax: (051) 4471491

# FREE STATE PROVINCIAL GOVERNMENT

*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.*

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

**Directions to applicants** Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

**POST:** SNR AGRICULTURAL ECONOMIST (Agricultural Marketing) (1 POST)  
**REFERENCE NO:** SAE

**SALARY:** Level 9 – A basic salary of R206 982 per annum

**CENTRE:** GLEN: AGRICULTURAL ECONOMICS SECTION

### **REQUIREMENTS:**

- \* Appropriate Hons degree or equivalent qualification with Economics and / or Agricultural Economics as major subjects
- \* 3 years relevant experience required
- \* Valid driver's license

### **RECOMMENDATIONS:**

- \* Advanced computer skills
- \* Advanced negotiation skills
- \* Advanced knowledge of economic and financial analytical techniques

### **DUTIES:**

- \* Continuous in-depth study / research of developments / patterns / trends in agricultural marketing.
- \* Undertake and oversee the analysis/identification of economic questions/challenges in agricultural marketing (specific Districts / areas, specific industries, and specific events/circumstances) pertaining to legislation / strategy / policy / initiatives / interventions
- \* Undertake and oversee the application, adaptation and/or development of models based on the current situation to forecast / project possible scenarios
- \* Undertake and oversee the compilation of the final output e.g. reports, information documents, etc.
- \* Undertake and oversee the provision of advice to internal & external stakeholders on the impact of forecasts for decision-making, initiatives and / or interventions within agricultural marketing
- \* Undertake and oversee the development and evaluation of agricultural marketing plans
- \* Undertake and oversee the facilitation of access to market outlets by supporting development projects to establish market linkages and identification of possible markets
- \* Establish and maintain a network for liaison regarding agricultural marketing analysis with institutions other role-players
- \* Perform certain administrative and related functions

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**ENQUIRIES:**

Mr H Janse van Rensburg, Telephone Number: 051 861 8435

**Only applications received from employees within the FS Provincial Government will be considered for the following post:** (Please indicate your persal number on top of application form)

**POST:** DEPUTY MANAGER: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT) (1 POST)  
**REFERENCE NO:** ASSD/SCM

**SALARY:** Level 9 – A basic salary of R206 982 per annum

**CENTRE:** GLEN: SUPPLY CHAIN MANAGEMENT

**REQUIREMENTS:**

- \* Relevant 3 year Bachelor Degree or Diploma (NQF 6 qualification OR equivalent)
- \* LOGIS / BAS Training
- \* plus 6 yrs experience

**DUTIES:**

- \* Manage and co-ordinate the implementation and Maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service
- \* Acquisition Management
- \* Address supply chain management enquiries to ensure the correct implementation of supply chain management practices and policies
- \* Ensure the successful implementation of departmental / public service policies as well as development of policies on matters related to supply chain management to adhere to the relevant prescripts / legislation
- \* Prepare and consolidate reports on supply chain management issues
- \* Inform, guide and advice Department/ personnel on supply Chain management matters to enhance the correct implementation of supply chain management practises / policies
- \* Management of human resources which include, inter alia:
  - Training and development of officials
  - Performance Management
  - Work allocation
- \* Authorise transactions on LOGIS / BAS according to delegations
- \* Ensure effective monitoring and control over financial resources and provide inputs (Cost Centre's)
- \* Prepare in-depth complex reports on supply chain management issues and statistics

**ENQUIRIES:**

Mr S Cezufa, Telephone number: 051 861 1258

**POST:** MANAGER: FINANCIAL ACCOUNTING (1 POST)  
**REFERENCE NO:** FIN/ACC

**SALARY:** Level 11 – An all inclusive salary package of R406 839 per annum. 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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE:** BLOEMFONTEIN: FINANCIAL ACCOUNTING SECTION

**REQUIREMENTS:**

- \* B Comm. Degree with Accounting and Tax
- \* 3 – 5 year's experience in a Finance environment
- \* 3 – 5 year's managerial experience

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### 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

### 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:

Ms F Claassen, Telephone number: 051 506 1625

**POST:** **ANIMAL HEALTH TECHNICIAN**  
**REFERENCE NO: AHT**

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

**CENTRE:** MOTHEO DISTRICT: BOTSHABELO

### REQUIREMENTS:

- \* National Diploma in Animal Health
- \* Registration with the SA Veterinary Council as Animal Health Technician
- \* A valid driver's licence Code 08

### DUTIES:

- \* Plan and implement disease control measures, which would, inter alia, entail the following:
  - (i) Administer vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax)
  - (ii) 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
  - (iii) Conduct inspections of livestock for the presence of notifiable diseases
  - (iv) 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:
  - (i) Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed
  - (ii) Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies
  - (iii) Obtaining and processing of epidemiological and other data
  - (iv) Collection of samples for analysis by the State Veterinarian and laboratory
  - (v) 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:
  - (i) Determine the needs of farmers, communities through liaison with them.
  - (ii) Initiate meetings, gatherings and farmers days for the promotion of animal health and production
  - (iii) Do presentations at extension programs, farmers' days, etc.
- \* Perform administrative and related functions which would entail the following:
  - (i) Populate databases and registers

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- (ii) Compile and submit monthly and quarterly reports
- (iii) Provide inputs to the operational plan for Animal Health Unit

**ENQUIRIES:**

Mr J Kegakilwe, Telephone Number: 051 8751160/1

**POST:** STATE VETERINARIAN (2 POSTS)  
**REFERENCE NO:** SV

**SALARY:** Level 11 – An all inclusive salary package of R406 839 per annum. 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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance per annum

**CENTRE:** KROONSTAD AND THABA NCHU

**REQUIREMENTS:**

- \* BVSc Degree
- \* Registration with SAVC
- \* Valid driver's licence (code EB)
- \* Computer skills

**DUTIES:**

- \* Rendering a Veterinary Health service, which would, inter alia, entail the following:
  - (i) Implement and maintain surveillance measures (e.g. Early warning systems), identify controlled and non-controlled diseases, implement control measures
  - (ii) Undertake surveys to establish the economically important diseases / conditions
  - (iii) Ensure that Animal Health Technicians involved in rendering an Animal Health service are properly trained to comply with the requirements of the Act
  - (iv) Ensure that animals are branded in accordance with the Branding of Animals Act
  - (v) Issue permits and health certificates for the movement of animals across borders / free and contaminated zones
  - (vi) Ensure farmers and Animal Health Technicians follow the correct procedures and methods to collect samples
- \* To provide training and awareness programs (extension services) to communities with regard to Animal Health, which would include, inter alia, the following:
  - (i) Determine needs of communities through liaison with community leaders and other members
  - (ii) Determine interventions required to address the needs
  - (iii) Implement the required interventions
  - (iv) Monitor the impact of the interventions
- \* Render a Veterinary Laboratory Diagnostic and Advisory service, which would, inter alia, entail the following:
  - (i) Undertake post mortem, farm investigations and other examinations to identify diseases
  - (ii) Analyse and interpret laboratory diagnostic test results
  - (iii) Provide advice on the results of the diagnostic tests
  - (iv) Liaise with the public, farmers, and organized agriculture on the prevention and treatment of diseases
  - (v) Develop and implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered
  - (vi) Ensure farmers and Animal Health Technicians follow the correct procedures and methods to collect samples
- \* Render an animal disease surveillance service which would, inter alia, entail the following:
  - (i) Monitoring of controlled and non-controlled diseases through laboratory tests
  - (ii) Develop, maintain and implement disease surveillance programs
  - (iii) Investigate animal diseases of national and international importance
- \* Implement contingency plans and conduct risk assessments for the outbreak of diseases
- \* Render a VPH service, which would, inter alia, entail the following:
  - (i) Inspect slaughter and sterilization to ensure the maintenance of basic hygiene standards
  - (ii) Inspect meat and ensure that condemned meat is disposed of according to the relevant legislation

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- (iii) Ensure that abattoirs comply with the requirements for registration with the relevant authorities
- (iv) Monitor illegal slaughter and take corrective action when necessary
- (v) Monitor import / export animal products and handling facilities to ensure compliance with the standards required by international prescripts
- (vi) Audit hygiene systems and processes in slaughter and sterilization facilities to ensure compliance with prescribed standards e.g. HAS (Hygiene Assessment System)
- (vii) Issue certificates on the compliance of animal products with the requirements of legislation
- (viii) Ensure that Meat Inspectors comply with the requirements of the Meat Hygiene Act
- \* Provide training and awareness programs (extension services) to communities with regards to VPH, which would include, inter alia, the following:
  - (i) Determine needs of communities through liaison with community leaders and other members
  - (ii) Determine interventions required to address the needs
  - (iii) Implement the required interventions
  - (iv) Monitor the impact of the interventions
- \* To perform all administrative and related functions which would include, inter alia, the following:
  - (i) Develop, implement and maintain databases
  - (ii) Compile reports as required (quarterly and annually)
  - (iii) Provide inputs and proposals to functional policies
  - (iv) Comply with the Public Service prescripts eg. The utilization of stores and equipments, S & T etc.
  - (v) Provide inputs for the Operational Plan of the Veterinary Unit
  - (vi) Supervise the staff of the State Vet Office
- \* 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 service e.g. animal health, veterinary public, health, veterinary diagnostics).
  - (i) Monitor and study the Animal Health, Veterinary Public Health, Veterinary Diagnostic legal and policy frameworks continuously to enable him / her to perform the Animal Health functions according to the required standards
  - (ii) Study professional journals and publications to ensure that cognisance is taken of new developments
  - (iii) Keep abreast of the latest developments in Animal Health, Veterinary Public Health, Veterinary Diagnostic technologies

**ENQUIRIES:**

Dr K Mojapelo, Telephone Number: 051 4363677

**POST:**

**MANAGER: LABORATORY AND EPIDEMIOLOGY SERVICES (1 POST)  
REFERENCE NO: MAN/LAB**

**SALARY:**

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**CENTRE:**

BLOEMFONTEIN

**REQUIREMENTS:**

- \* BVSc Degree
- \* Registration with SAVC
- \* Valid driver's licence (code EB)
- \* Computer skills

**DUTIES:**

- \* Render a support service to the office of the Director Veterinary Services in all matters relating to Laboratory Diagnostic and Epidemiology Services
- \* Manage and provide tactical leadership in the provision of laboratory diagnostic services
- \* Manage and provide tactical leadership in the investigation of other factors contributing to disease outbreaks
- \* Develop, implement and review herd health programs suitable for the different districts based on epidemiological research findings

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- \* Financial management, including budgeting, facilitation of procurement processes and expenditure control
- \* Liase and attend meetings with stakeholders and role players in the fields of epidemiology and laboratory diagnostic services

**POST:** ADMINISTRATIVE OFFICER (1 POST)  
**REFERENCE NO:** AO/DC 20

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

**CENTRE:** FEZILE DABI DISTRICT: SASOLBURG

**REQUIREMENTS:**

An appropriate three year tertiary qualification or equivalent qualification

**RECOMMENDATIONS:**

- \* Appropriate exposure in Logis and BAS is an advantage
- \* High level of computer literacy
- \* Good communication and writing skills

**DUTIES:**

- \* Render administrative support for corporate and financial management functions in the District
- \* Check and monitor the progress of the component
- \* Check all incoming work and distribute work amongst staff
- \* Update staff progress reports and maintain staff reports
- \* Check and approve claims submitted by staff
- \* Write supervisory reports
- \* Approve various leave forms
- \* Manage staff component of the Administration Section
- \* Ensure compliance to Supply Chain Management policy and any other relevant government relations

**ENQUIRIES:**

Mr G Madiba: Telephone Number: 016 976 2003

**POST:** LABORATORY ASSISTANT (1 POST)  
**REFERENCE NO:** LAB/ASST

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

**CENTRE:** KROONSTAD VETERINARY LABORATORY

**REQUIREMENTS:**

- \* Grade 12 or equivalent qualification
- \* No experience required

**DUTIES:**

- \* Prepare samples for the determination of i.e. chemical residues, pH, EC, Mycology etc. which would, inter alia, entail the following:-
  - Labelling of samples
  - Collection / taking samples for preparation (i.e. blood, water, soil, tissue)
  - Preparation of sample material by e.g. weighing, drying, cutting etc.
  - Preparation and staining of smears
  - Preparation of media (eliza kits)
  - Preparation of stains, buffers and reagents
  - Storage of samples
  - Packing and/or transport samples

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- 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 animal 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 to health and safety regulations

**ENQUIRIES:**

Dr K Mojapelo, Telephone Number: 051 4363677

**POST:**                **ENGINEERING TECHNICIAN (1 POST)**  
**REFERENCE NO: ET**

**SALARY:**            A basic salary of between R159 978 and R 208 197 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience and registration)

**CENTRE:**            MOTHEO DISTRICT: THABA NCHU

**REQUIREMENTS:**

- \* National Diploma in Civil Engineering
- \* Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician
- \* A valid driver's licence

**TECHNICAL COMPETENCIES:**

- \* Project management
- \* Technical design and analysis knowledge
- \* Computer-aided engineering applications
- \* Knowledge of legal compliance
- \* Technical report writing

**GENERIC COMPETENCIES:**

- \* Problem solving and analysis
- \* Decision making
- \* Creativity
- \* Team work

**DUTIES:**

- \* Render technical services under supervision:-
  - (i) Assist Engineers, Technologists and associates in field, workshop and technical office activities;
  - (ii) Promote safety in line with statutory and regulatory requirements;

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- (iii) Evaluate existing standard drawings and procedures to incorporate new technology;
- (iv) Produce plans with specifications and submit for evaluation and approval by the relevant authority

\* Perform administrative and related functions:-

- (i) Provide inputs into the budgeting process as required;
- (ii) Compile and submit reports as required;
- (iii) Provide and consolidate inputs to the technical/engineering operational plan;
- (iv) Develop, implement and maintain databases; and
- (v) Supervise and control technical and related personnel and assets

\* Research and development:-

- (i) Keep up with new technologies and procedures;
- (ii) Research/literature studies on technical engineering technology to improve expertise;
- (iii) To liaise with relevant bodies/councils on engineering-related matters; and
- (iv) Follow approved programme of development for registration purposes

**ENQUIRIES:**

Mr B Strauss, Telephone number: 051 861 8438

**POST:**

**MANAGER: STRATEGIC CORPORATE COMMUNICATION (1 POST)  
REFERENCE NO: MAN/COMM**

**SALARY:**

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**CENTRE:**

BLOEMFONTEIN / GLEN

**REQUIREMENTS:**

- \* An appropriate 3 year Degree or equivalent qualification in Communication or extensive experience in Communication or Relevant experience on Assistant Manager level and Valid driver's licence (code EB)

**DUTIES:**

- \* Strategic direct, plan, organise and manage implementation of Strategic Communication
- \* Plan, manage and coordinate resources to ensure effective resource utilization
- \* Oversee, plan, organize and control implementation of stakeholder relations
- \* Oversee, plan, manage and control to enhance the Departmental image through media management
- \* Oversee, plan, manage the implementation and compliance to Archival Legislation and Access to Information Act
- \* Manage, control and oversee sub-directorates budget

**ENQUIRIES:**

Mr V G Mlambo, Telephone number: 051 861 8420

**APPLICATION FOR THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT TO BE SUBMITTED TO:**

Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x02, Bloemfontein 9300 or delivered by Hand to Mrs S Hlekiso in Room 203, 2<sup>ND</sup> Floor, ABSA Building, c/o Elizabeth and Aliwal Streets Bloemfontein

**CLOSING DATE: 24 JUNE 2011**

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