



# 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. 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."

**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 x01, Glen, 9360 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen

### GENERAL MANAGER: CORPORATE SERVICES REF NO: GM/CORP

**SALARY:** Level 14 – An all-inclusive package of R1 042 500 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 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE:** GLEN

**REQUIREMENTS:** An appropriate B-degree or equivalent

qualification (NQF level 7) in the field of human resources management / human sciences / commerce / management / public administration. 5 years of experience at a Snr Management level is required. Valid driver's license (code B). Advanced Project Management skills. Proven Strategic Management & Leadership Skills. Advanced Communication / presentation skills. Advanced People Management -, Change Management - and Financial Management skills.

**RECOMMENDATIONS:** An excellent strategist and implementer. A visionary & inspirational leader. A team builder and player. An excellent communicator at all levels.

**DUTIES:** Strategically direct, plan, manage and coordinate the following services (ensure resources are available, human, financial management, equipment, etc.): Human Resources Management and Development; Facilities & Auxiliary Services; Security Management Services, ICT Management Services; Strategic Communication and Legal Services. Develop & implement a Corporate Services Strategy

to support the core business & strategic thrust of the Department. Play a leading role to assist the Department to create strategic capability to implement its Strategic Plan. Develop policies, design planning frameworks and guidelines to operationalise the strategy. To advise and support the Head of Department on all matters relating to the Corporate Services Chief Directorate in order to ensure sound decision making and planning. Tracking progress of the Chief Directorate and reporting appropriately. Oversee and implement the Chief Directorate's Programmes. Liaise with all relevant internal & external stakeholders to ensure that programmes are aligned, planned & executed in accordance with the overall strategic plan of the Department, FSGDS, Programme of Action, etc. Represent the Department in various committees & fora and attend such meetings towards contributing towards improved service delivery, good governance and development impact.

**ENQUIRIES:** Mr T Ndumo, Telephone number: 051 861 8474

**CLOSING DATE:** 02 OCTOBER 2015