



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 39/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: DEPARTMENT OF SPORT, ARTS AND CULTURE**

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 and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**

**DATE:** 15/05/2007

**Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo**

**Human Resource Advice, Co-ordination and Management Directorate**

# FREE STATE PROVINCE



## **DEPARTMENT OF SPORT, ARTS AND CULTURE** **CLOSING DATE: 15 JUNE 2007**

**Post:** Salary Clerk (Ref. SCFA/040)

**Salary:** R54 222.00 per annum

**Centre:** Bloemfontein

**Requirements:** Senior Certificate or equivalent qualification. Computer Literacy. Relevant working experience in salary administration and Persal.

**Recommendations:** Successful completion of PERSAL I and II Course. Knowledge of Treasury Regulations and PFMA. The candidate must be able to work under pressure.

**Key Responsibilities:** If appointed it will be required from the successful candidate to accept responsibility to: - Render a salary administration support service for the Department which includes: inter alia

- Calculation and capturing of salary related payment on PERSAL
- Payments of S & T claims and deduction of advances
- Implementation of advice for the freeze of salaries or reversal of salaries
- Implementation, amendment, cancellation and termination of salary deductions

**Enquiries:** Mr N Herbert at Tel. No. 051 410 3610

### **NOTE:**

Applications must be submitted on form Z83, obtainable from any public service department or at [www.fs.gov.za](http://www.fs.gov.za) and must be accompanied by certified copies of qualifications, ID Document, and a C.V. to Ms M M Moffat, Department of Sport, Arts and Culture, Human Resource Advisory Division, Private Bag X20606, Bloemfontein, 9300 or place application in application box, Foyer 2<sup>nd</sup> Floor, Saambou Building, Cnr Maitland and Aliwal Streets Bloemfontein 9300

Candidates who are not contacted within four months for an interview can assume that they did not meet the shortlist criteria and are hereby thanked for applying for the vacant post. Candidates in ownership of foreign qualifications, certificates and/or courses attended must ensure that they attach proof of the level of their qualification, issued by the South African Qualification Authority (SAQA)