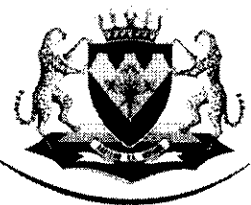


FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 04/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

**ADVERTISEMENT OF POSTS: DEPARTMENT OF PUBLIC SAFETY,
SECURITY AND LIAISON**

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:.....

24/01/2007

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

Human Resource Advice, Co-ordination and Management Directorate

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC SAFETY, SECURITY AND LIAISON**

The Free State, Department of Public Safety, Security and Liaison is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender, and disability) in the department through filling of these posts and the candidates whose appointment/promotion/transfer will promote representativity will receive preference.

<u>POST 1</u>	: <u>Accounting Clerk</u>
<u>SALARY</u>	: R54 222
<u>CENTRE</u>	: Bloemfontein
<u>REFERENCE</u>	: PSSL/AC/PMG/0107
<u>REQUIREMENTS</u>	: Grade 12 with accounting.
<u>RECOMMENDATION</u>	: Public Sector experience in BAS. Good verbal and written communication skills. Good organisation and interpersonal skills. Computer literacy.
<u>KEY RESPONSIBILITIES</u>	: Responsible for PMG functions, Capturing of BAS documents, Handling of debt functions and Filing.

<u>POST 2</u>	: <u>Accounting Clerk</u>
<u>SALARY</u>	: R54 222
<u>CENTRE</u>	: Bloemfontein
<u>REFERENCE</u>	: PSSL/AC/SAL/0107
<u>REQUIREMENTS</u>	: Grade 12 with accounting.
<u>RECOMMENDATION</u>	: Public Sector experience in salary administration and PERSAL. Good verbal and written communication skills. Good organization and interpersonal skills. Computer literacy.
<u>KEY RESPONSIBILITIES</u>	: Implementation, cancellation, amendment and termination of deductions on salaries as well as handling of subsidised vehicle fuel claims. Responsible for pension cases, tax function and filing.

<u>POST 3</u>	: <u>Senior Accounting Clerk</u>
<u>SALARY</u>	: R64 143
<u>CENTRE</u>	: Bloemfontein
<u>REFERENCE</u>	: PSSL/SAC/SAL/0107
<u>REQUIREMENTS</u>	: Grade 12 with accounting.
<u>RECOMMENDATION</u>	: Public Sector experience in salary administration tax administration, PERSAL and BAS. Good verbal and written communication skills. Good organisation, Interpersonal skills and Computer literacy.
<u>KEY RESPONSIBILITIES</u>	: Implementation, cancellation, amendment and termination of deductions on salaries as well as handling of subsidised vehicle fuel claims. Responsible for pension cases. Responsible for BAS/PERSAL Interfaces. Responsible for cashier Function, tax function and filing.
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<u>ENQUIRIES</u>	: Me E Venter (051) 409 8710
<u>APPLICATIONS</u>	: Applications should be submitted on a Z83 form, and should be accompanied by certified copies of qualification certificates and ID.
<u>Attention</u>	: Mr Mekwa: Human Resource Management P.O Box 119, Bloemfontein, 9300 OR Room 217, PERM Building, Maitland Street, Bloemfontein, 9300
<u>CLOSING DATE</u>	: 09 February 2007
<u>NOTE</u>	: General requirements: Verification on qualifications and south African citizenship will be conducted and no e-mail or faxed applications will be considered. If you have not been contacted within three months after the closing date, please accept that your application has been unsuccessful.