



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 04/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: PROVINCIAL TREASURY**

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:** 17/01/2008

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

Human Resource Advice, Co-ordination and Management Directorate

# **FREE STATE PROVINCIAL GOVERNMENT**

## **PROVINCIAL TREASURY**

### **HUMAN RESOURCES MANAGEMENT SUB-DIRECTORATE**

<b>POST</b>	<b>: HUMAN RESOURCES CLERK</b>
<b>SALARY</b>	: R68 955 – 80 058 (Appointment will be on the first notch)
<b>NOTE</b>	: Appointment is subject to vetting.
<b>CENTRE</b>	: BLOEMFONTEIN
<b>REQUIREMENTS</b>	: A Grade 12 Certificate.
<b>RECOMMENDATION</b>	: Appropriate human resources experience.
<b>KEY RESPONSIBILITIES</b>	<p>: Capturing of career incidents of employees on Persal and on the Personnel files of employees;</p> <p>Responding to general human resources enquiries;</p> <p>Administration of departmental bursaries;</p> <p>Administer the appointment of new employees as well as promotions and transfers of employees.</p>
<b>ENQUIRIES</b>	<p>: Ms M Claassen TELEPHONE: (051) 405-5323</p>
<b>REFERENCE NUMBER</b>	: FSPT005/08
<b>CLOSING DATE</b>	: 01 February 2008
<b>APPLICATIONS</b>	<p>: Attention: Mrs. GMC Gildenhuys Free State Provincial Treasury Provincial Government Building Room 431 Private Bag X 20537 Bloemfontein 9300 Tel No: 051-405 4274</p>

**POST** : **SENIOR REGISTRY CLERK**

**SALARY** : R49 665 – 57 663 (Appointment will be on the first notch)

**NOTE** : Appointment is subject to vetting.

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : A Grade 12 certificate.

**KEY RESPONSIBILITIES** : Ensure record keeping of all documentation received and delivered in the office;

Updating and safekeeping of the filing system.

Sending of facsimiles, photocopying, and general clerical office work;

Ensure that a proper filing system is in place and is fully effective to ensure that files are not misfiled;

Perform any additional tasks that may be reasonably expected from time to time.

**ENQUIRIES** : Ms. MP Tlale  
TELEPHONE: (051) 405-5323

**REFERENCE NUMBER** : FSPT006/08

**CLOSING DATE** : 01 February 2008

**APPLICATIONS** : Attention: Mrs. GMC Gildenhuys  
Free State Provincial Treasury  
Provincial Government Building  
Room 431  
Private Bag X 20537  
Bloemfontein  
9300  
Tel No: 051-405 4274

<b>POST</b>	<b>: SENIOR ADMINISTRATION CLERK: HUMAN RESOURCES</b>
<b>SALARY</b>	: R49 665 – 57 663 (Appointment will be on the first notch)
<b>NOTE</b>	: Appointment is subject to vetting.
<b>CENTRE</b>	: BLOEMFONTEIN
<b>REQUIREMENTS</b>	: A Grade 12 Certificate.
<b>KEY RESPONSIBILITIES</b>	<p>: Handle all incoming and outgoing correspondence of the Personnel Practitioner Section;</p> <p>Maintenance of an effective record keeping system relating to the recruitment and selection of candidates, as well as other correspondence dealt with by the Personnel Practitioners of the Human Resources Division;</p> <p>Execute the functions of a Chief User Clerk to ensure that the provisioning needs of the Human Resources Division are met;</p> <p>Render an office support service in the Human Resources Division, which includes the typing of documents, sending faxes, filing, traveling arrangements and making copies to ensure that the office runs smoothly;</p> <p>Handle recruitment applications and ensure that screening lists are typed to enable the Personnel Practitioners to arrange the short-listing and selection of candidates.</p>
<b>ENQUIRIES</b>	: Ms M Tlale TELEPHONE: (051) 405-4919
<b>REFERENCE NUMBER</b>	: FSPT007/08
<b>CLOSING DATE</b>	: 01 February 2008
<b>APPLICATIONS</b>	: Attention: Mrs. GMC Gildenhuys Free State Provincial Treasury Provincial Government Building Room 431 Private Bag X 20537 Bloemfontein

***Free State Provincial Treasury 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 this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference. The Department reserves the right not to fill any of the advertised post(s).

**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, driver's license, identity document and a C.V. (Separate application for every vacancy).
- 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.