



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 75/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: 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.

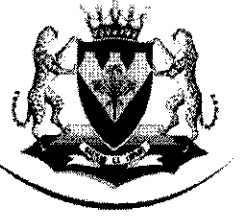
DEPARTMENT OF THE PREMIER

DATE: 06/08/2007

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: 31 AUGUST 2007**

INSTRUCTIONS ON HOW TO APPLY:

- Applications should be submitted on a Z83 form obtainable from any Public Service Department or at www.fs.gov.za and must be accompanied by an updated comprehensive and detailed Curriculum Vitae with certified copies of qualification certificates, Driver's license and a copy of Identity Document or Passport attached.
- Direct your application quoting the relevant reference number and corresponding centre of employment above on the Z83 form.
- No faxed or e-mailed applications will be considered and applications received after the closing date indicated above will not be accepted.
- If applying for more than one position, a separate application form (Z83 - with relevant attachments) must be provided for each post applied for
- Failure to comply with the above instructions will result in the application not being considered and automatically disqualified.

PLEASE NOTE:

- Candidates who are not contacted within four months for an interview may assume that they did not meet the shortlist criteria and are hereby thanked for applying for the vacant posts
- Candidates in ownership of foreign qualifications, certificates and/or courses attended must ensure that they attach proof of the level of their qualifications, issued by the South African Qualification Authority.
- Applications must be directed for attention : Ms M M Moffat and submitted to : Department of Sport, Arts and Culture, Human Resource Advisory Division, Private Bag X20606, Bloemfontein 9300 or place applications in application box, Foyer 2nd Floor, Saambou Building, Cnr Maitland and Aliwal Streets, Bloemfontein 9300

Post: Senior Personnel Officer (Ref SPO.6)

SALARY: R 85 362.00 pa

CENTRE: Bloemfontein

REQUIREMENTS: Grade 12 or equivalent qualification ▪ Extensive experience in leave administration ▪ Working knowledge of incapacity leave procedures ▪ Computer literacy including vast PERSAL experience ▪ Working knowledge of prescripts contained in the Directive on leave.

KEY RESPONSIBILITIES: The successful candidate will: ▪ Render a general leave function related to incapacity leave, sick leave, annual leave and Ill Health Retirement to all officials in the Department ▪ Process leave without pay and special leave transactions on PERSAL ▪ Process short incapacity, long incapacity and Ill Health Retirement applications and refer such applications to SOMA ▪ Draft relevant submissions pertaining to leave matters ▪ Keep leave related statistics.

Enquiries: Mr M Bloem at Tel. No. 051 410 3605

Post: Personnel Officer (Ref PO.4)

SALARY: R 58 290.00 pa

CENTRE: Bloemfontein

REQUIREMENTS: Grade 12 or equivalent qualification ▪ Basic Experience in leave administration ▪ Working knowledge of Incapacity leave procedures ▪ Computer literacy including PERSAL experience.

RECOMMENDATIONS: Working experience in capturing of leave transactions on PERSAL ▪ Working knowledge of prescripts contained in the Directive on leave.

KEY RESPONSIBILITIES: The successful candidate will: ▪ Render a general leave function to all officials in the Department ▪ Capture leave transactions on PERSAL ▪ Assist with incapacity leave applications.

Enquiries: Mr M Bloem at Tel. No. 051 410 3605