

PO Box/Posbus: 517, Bloemfontein, 9300 • Republic of South Africa • Republiek van Suid-Afrika • Rephabolike ya Afrika Borwa

FREE STATE PROVINCIAL GOVERNMENT

PROVINCIAL TREASURY

CORPORATE SERVICES DIRECTORATE

POST	: HUMAN RESOURCES CLERK (Appointment will be on the first notch)
SALARY	: R68 955 – 80 058
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A Grade 12 Certificate.
RECOMMENDATION	: Appropriate human resources experience.
KEY RESPONSIBILITIES	: Capturing of career incidents of employees on Persal and on the Personnel files of employees; Responding to general human resources enquiries; Administration of departmental bursaries; Administer the appointment of new employees as well as promotions and transfers of employees.
ENQUIRIES	: Ms M Tlale TELEPHONE: (051) 405-5323
REFERENCE NUMBER	: FSPT035/07
CLOSING DATE	: 3 September 2007
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

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 these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

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.