



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 94/2007

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: 2007/10/12

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

CORPORATE SERVICES DIRECTORATE

POST	: HUMAN RESOURCE OFFICER (2 POSTS)
SALARY	: R106 335 – 123 456 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A Grade 12 certificate plus extensive knowledge of Persal.
KEY RESPONSIBILITIES	: Supervise, plan and co-ordinate the activities of Human Resources Clerk to contribute to the rendering of a professional human resource management service; Conduct special investigations with regard to problematic Human Resources matters and make recommendations to ensure correct human resources management practices; Oversee identified human resources projects and ensure adherence to due date. Guide and advice personnel of the unit on human resources administration matters to enhance the correct implementation of human resource administration practices/policies; Assist with the training of officials in the Unit on human resources administration practices to enhance the efficiency and effectiveness of the Unit; Manage resources of the Unit to enhance the productivity of the Unit.

ENQUIRIES : Ms. GMC Gildenhuys
TELEPHONE: (051) 405-4274

REFERENCE NUMBER : FSPT 045/07

CLOSING DATE : 29 October 2007

POST : **HUMAN RESOURCES POLICY
DEVELOPMENT AND RESEARCH OFFICER
(2 POSTS)**

SALARY : R106 335 – 123 456 (Appointment will be on
the first notch)

NOTE : Appointment is subject to vetting.

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A degree or diploma in Human Resources
Management.

KEY RESPONSIBILITIES :

- Conduct research on human resources practices to ensure the implementation of best human resources practices in the Department;
- Develop and implement human resources policies to ensure the effective and efficient management of human resources in the Department;
- Act as a change agent in the Department by constantly monitoring human resources practices and developing strategies to improve human resources management in the Department;
- Provide specialist advice to management regarding human resources policies and practices to ensure the consistent application of human resources policies and practices in the Department;
- Conduct information sessions on human resources policies and practices to all employees of the Department to ensure a

uniform understanding and application of human resources policies and practices;

Assist with the human resources planning for the Department to ensure that the Department has a consistent supply of human resources skills to deliver on strategic objectives of the Department;

ENQUIRIES

: Mr. W van Zyl
TELEPHONE: (051) 405-5266

REFERENCE NUMBER

: FSPT 046/07

CLOSING DATE

: 29 October 2007

POST

**ADMINISTRATION CLERK: HUMAN
RESOURCES POLICY DEVELOPMENT AND
RESEARCH**

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 :

Assist with data collection with regard to research data obtained;

Handle all incoming and outgoing correspondence of the Human Resources Policy Development and Research Division such as circulars, research questionnaires and feedback received from employees of the Department;

Execute the functions of a Chief User Clerk to ensure that the provisioning needs of the Division are met;

Render an office support service, which includes the typing of documents, making copies and sending faxes to ensure that the office runs smoothly;

Assist the Human Resources Policy Development and Research Officers in conducting research and investigations into human resources policies and practices;

ENQUIRIES

: Mr. W van Zyl
TELEPHONE: (051) 405-5266

REFERENCE NUMBER

: FSPT 047/07

CLOSING DATE

: 29 October 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. 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.