



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 15/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: DEPARTMENT OF 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:** 2008/02/14

**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.

<b><u>POST 1</u></b>	: Provisioning Administrative Clerk
<b><u>SALARY</u></b>	: R58 290
<b><u>CENTRE</u></b>	: Bloemfontein
<b><u>REFERENCE</u></b>	: PSSSL/PAC/0208
<b><u>REQUIREMENTS</u></b>	: Grade 12 or equivalent qualification. Computer literacy. Experience in LOGIS and provisioning procedures will be an added advantage.
<b><u>DUTIES</u></b>	: Responsible for capturing of data and payments on LOGIS. Responsible for the transport Management and administration tasks in the sub-directorate ( Making copies, filing, faxes. etc).
<b><u>Enquiries</u></b>	: Mr. A Ramutsindela, tel (051)409-8955.

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<b><u>APPLICATIONS</u></b>	: Applications should be submitted on a Z83 form, accompanied by certified copies of qualification certificates, CV and ID for the Attention of: <b>Mr. Mekwa: HRM, P.O. Box 119, Bloemfontein, 9300, OR Room 217 PERM building, Maitland Street, Bloemfontein, 9300</b>
<b><u>NOTE</u></b>	: General requirements: Verification on qualifications and South African citizenship will be conducted and no e-mail or faxed applications will be considered. Correspondence will be limited to short-listed candidates only.

**CLOSING DATE:** : **7 March 2008**