



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 54/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF THE PREMIER

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.



DEPARTMENT OF THE PREMIER

DATE: 2008 / 06 / 18

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohlang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



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FREE STATE PROVINCE

DEPARTMENT OF THE PREMIER

Free State Department of the Premier 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). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies.
- No e-mailed or faxed applications will be considered.
- Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check.
- Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

HUMAN RESOURCE ADVICE, CO-ORDINATION AND MANAGEMENT DIRECTORATE

POST : **Personnel Practitioner**

SALARY: Level 8 - A basic salary of R132 054 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate three year qualification and/or relevant knowledge and experience in the Human Resource field.
Experience in the development of HR reports, policies, strategies and guidelines.
Able to research, analyze and interpret statistically HR data and information.
Advance level of computer literacy: Excel, PowerPoint and MS Word.
Project management skills
Planning and organizing skills
Excellent communication and report writing skills

KEY RESPONSIBILITIES: It will be expected of the successful candidate to perform the following duties:

- Research, develop, present and co-ordinate human resource projects and information.
- Render human resource advisory services by investigating, analyzing, benchmarking and interpreting statistical data, legislation and other relevant human resource information.
- Develop, monitor and review policies, strategies, procedures and practices.
- Provide Human Resource information and knowledge management services by maintaining databases and develop relevant reports.
- Plan, organize and facilitate human resource workshops, events and training sessions.

REFERENCE NO PP

ENQUIRIES: Ms. K.C. Lehasa
Telephone number: (051) 405 4929

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resource Advice, Co-ordination and Management
P.O. Box 517
BLOEMFONTEIN
9300

Or

Hand delivered to:
Brian Modise, Room 22, Ground Floor, Lebohang Building, Bloemfontein

CLOSING DATE: 4 July 2008