

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 28/2010

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: 24 August 2010

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Chr St Andrews and Markgraaf Streets, Bloemfotein

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

www.fs.gov.za



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF THE PREMIER

Directions to applicants: A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. 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, employee reference checks, criminal record check as well as vetting where necessary. 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. Applications from people with disabilities are welcomed.

POST: LEGAL RESOURCE ASSISTANT
REFERENCE NO: LRC

SALARY: Level 6 – A basic salary of R105 645 per annum.

CENTRE : BLOEMFONTEIN

REQUIREMENTS:

- Grade 12 certificate with typing as a passed subject or relevant diploma.
- Knowledge of computer literacy.
- Good telephone etiquette, people skills and high level of reliability.
- Relevant experience would be an added advantage.

DUTIES:

- Provides a secretarial support service to the Manager: Legal Services.
- Provides a clerical support service to Legal Services.
- Remains up to date with regard to prescripts/policies and procedures applicable to his/her work to remain terrain to ensure efficient and effective support to the Manager: Legal Services.
- Contribute to the professional running of the Legal Resource Centre.

ENQUIRIES: Adv. A. Swanepoel, Telephone number: 051 405 5489

APPLICATIONS FOR THE DEPARTMENT OF THE PREMIER:

Posted to: Ms. P. Norval, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or e-mail to: modiseb@premier.fs.gov.za or Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

CLOSING DATE: 8 September 2010