

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 39/2010

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF THE PRIMIER

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: 05/10/2010

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 : ADMINISTRATIVE OFFICER: OFFICE OF THE DIRECTOR GENERAL
(REFERENCE: AO)

SALARY : Level 7 – A basic salary of R130 425 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS :

- Grade 12 or equivalent qualification.
- Relevant experience in an administrative/financial environment.
- Experience in the Public Sector
- Knowledge of basic personnel administration and BAS and LOGIS Financial Systems.

KEY RESPONSIBILITIES :

- Financial administration services including budgeting and expenditure monitoring and control.
- Supply chain management services, including procurement, management of assets and losses and inventory management.
- Render general support services to the office of the Director General to ensure the efficient functioning of the unit, including personnel matters, registry services, document management etc.
- Supervise the registry and general administration function in the office of the Director General..

ENQUIRIES : Ms. J. Kay, Tel: (051) 405 5496

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: 18 October 2010