



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 20/2011


TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The closing date is 24 June 2011

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: 09/06/2011.....

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

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

Tel: (051) 403 3542 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 COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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 (a transcript of results must be attached), 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. 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. 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

POST: LABOUR RELATIONS SUPPORT OFFICER

REFERENCE NO: COGTA 8/2011

SALARY: Salary level 6 – A basic salary of R 113 568 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Senior (or equivalent) certificate with proven ability to apply knowledge and skills

RECOMMENDATIONS : Experience in the field of Labour Relations. Excellent communication skills (verbal and written). Computer literate. Outstanding interpersonal and people management skills. Conversant with enabling prescripts or policies.

DUTIES:

1. Render a support service on matters related to Labour Relations, which includes the following: a. Keep and maintain a database of all labour relations cases, files and outcomes. b. Capture the outcome of labour relation cases on PERSAL. c. Handle correspondence on matters related to labour relations and liaise with the office of the state attorneys, organized labour etc on matters related thereto. d. Maintain and organize labour relations library. e. Prepare and submit status reports on labour relations issues to Public Service Commission and Department of the Premier. 2. Handle elementary labour relation cases and assist the Departmental Labour Relations Officer on more complex labour relations cases. 3. Render a secretariat service to the Departmental Coordinating Committee, which includes the compilation and distributing of agendas, the keeping of minutes, the arrangement of venues, etc. 4. Provide information sessions on matters related to Labour Relations procedures.

ENQUIRIES:

Mr. U Rens

Telephone number: 051 405 5981

APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohang Building Bloemfontein

CLOSING DATE:



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POST: SECRETARY: DIRECTOR FINANCIAL AND BUDGET MANAGEMENT

REFERENCE NO: COGTA 7/2011

SALARY: Salary level 5 – A basic salary of R 94 575 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Senior (or equivalent) certificate with proven ability to apply knowledge and skills

RECOMMENDATIONS : Computer Literacy

DUTIES:

- ❖ Serve as an entry point for all internal and external Stakeholders who visit the office of the Head of Department Staff and ensure that appointments are co-ordinated to ensure effective diary management (in consultation with the Office Manager and the Personal Assistant).
- ❖ Render an office support service to the HOD, including typing of documents, sending faxes, making photocopies, processing S&T claims for the HOD, making reservations and bookings for the HOD, etc. to ensure the smooth functioning of the Office of the HOD.
- ❖ Attend to the reception area of the HOD.
- ❖ Provide refreshments to meetings chaired by the HOD as well as visitors of the Chief of Staff.
- ❖ Receive visitors to the Office of the HOD professionally and deal with all calls to and from the Office of the HOD.

ENQUIRIES:

Mr. C Aspeling

Telephone number: 051 405 4139

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