



# 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 TREASURY

**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 or subjects should be mentioned in CV**), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. 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.

### SENIOR RECRUITMENT CONSULTANT REFERENCE NO: FSPT 014/14

**SALARY:** Salary level 09 – A basic salary of R 270 804.00 per annum.

**CENTRE:** BLOEMFONTEIN

#### **REQUIREMENTS:**

A Bachelors degree or diploma in Human Resources Management/ Public Administration or equivalent qualification with a minimum of five years experience in a human resources management environment. Knowledge of the Public Service Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Regulations, Employment Equity Act, Compensation for Occupation Injuries and Diseases Act and Treasury Regulations.

#### **DUTIES:**

Facilitate the recruitment and selection process in the Department to contribute to the establishment of a competent and professional workforce within the Department. Coordinate the development of policies and presentation of information sessions on human resource issues in the Department in order to contribute to an effective and well informed workforce. Render a human resource advisory service to the management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resources related issues to promote an effective human resource environment. Develop norms and standards to facilitate the implementation of human resource policies, strategies, procedures and practices. Monitor, evaluate and report on human resource management policies, procedures and practices. Prepare reports on human resource management issues and statistics to enable management to make informed decisions. Manage the resources within the Division to ensure effectiveness and efficiency within the Division.

#### **ENQUIRIES:**

Mr. W. van Zyl: (051) 405 5266

#### **APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:**

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N. Mokotso, Provincial Government Building, Tel No: (051) 405 4274 or deliver by hand to Ms. N. Mokotso in Room 426(b), Provincial Government Building, Bloemfontein.

**CLOSING DATE: 30 MAY 2014**