



FREE STATE PROVINCIAL GOVERNMENT

The 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 the 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. 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. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

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 Mchabasa, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein.

CLOSING DATE: 28 July 2017

LOGIS ADMINISTRATION OFFICER: LOGIS SERVICE CENTRE

REFERENCE NO: FSPT: 020/17

SALARY: Salary level 7– A basic salary of R 226 611.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Grade 12 Certificate with at least three years clerical/ administrative experience within a LOGIS environment. Completed LOGIS 1 course, which should be supported by certification.

DUTIES:

Operation of the LOGIS Service Centre to render a support service to all Provincial Departments, which includes the following functions: Respond to calls related to LOGIS, and assist with resolving the enquiries. Log all calls on the Provincial LOGIS Service Centre System, and escalate problematic enquiries to the supervisor, or log the calls with National Treasury for intervention. Communicate LOGIS enquiry solutions to users. Prepare reports regarding LOGIS enquiry calls for management. Create and maintain LOGIS users for mainframe access. Manage allocated assets.

ENQUIRIES:

Ms. A Purcell: (051) 405 5945