



FREE STATE PROVINCE

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 must 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. 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.

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, Fidel Castro Building, Tel No: (051) 405 5323 or deliver by hand to Room 426(b), Fidel Castro Building, Bloemfontein.

CLOSING DATE: 15 May 2015

POST:

**REGISTRY CLERK
REFERENCE NO: FSPT 008/15**

SALARY:

Salary level 5 – A basic salary of R 123 738.00 per annum.

CENTRE:

BLOEMFONTEIN

REQUIREMENTS:

Grade 12 certificate. Knowledge of registry duties and practices. Knowledge of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures. Computer literate.

DUTIES:

- Provide registry counter services.
- Handle incoming and outgoing correspondence.
- Operate office machines in relation to the registry function.
- Process documents for archiving and / or disposal.
- Ensure that a proper and fully effective filing system is in place to ensure that files/documents are not misfiled.
- Render Chief User Clerk functions.
- Perform any additional tasks that may reasonably be expected from time to time.

ENQUIRIES:

Ms. M Claassen, Telephone (051) 405 4919