



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 should be mentioned in the CV**), 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: Mr. IB Pheello, Fidel Castro Building, Tel No: (051) 405 5069 or deliver by hand to Mr. IB Pheello in Room 426(b), Fidel Castro Building, Bloemfontein.

CLOSING DATE: 01 February 2019

SENIOR HUMAN RESOURCES ADMINISTRATION CLERK

REFERENCE NO: FSPT: 001/19

SALARY: Salary level 5 – A basic salary of R163 563 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Grade 12 certificate. Experience in an administrative environment. Administrative knowledge. Good communication, interpersonal relations, organizing skills. Computer literacy and knowledge of Persal.

DUTIES:

Administer conditions of service/service benefits (Leave, housing, injury on duty, terminations, long service recognition, overtime, pension, resettlement, incapacity leave, transfers, etc.). Effect new appointments, promotions transfers and resignations on Persal. Effect confirmation of probation of qualified employees on Persal. Prepare statistics on all related conditions of service/service benefits issues. Respond to general human resources enquiries.

ENQUIRIES:

Mr. W van Zyl: (051) 405 5266