



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

CLOSING DATE: 26 February 2016

DRIVER/MESSENGER REFERENCE NO: FSPT 009/016

SALARY: Salary level 4 – A basic salary of R 110 739 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A grade 10 certificate or equivalent qualification. A valid driver's license.

DUTIES: Collect and deliver documents for the office of the Chief Executive Officer (CEO). Transport employees, guests and special advisors of the Chief Executive Officer. Assist the office with logistical arrangements. Assist with document reproduction and facsimile services. Maintain records of archived documents.

ENQUIRIES:

Ms. RB Holeni: (051) 403 3066