



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. Candidates who apply for posts on salary level 9 and higher 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.

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 Ms. Mokotso in Room 426(b), Fidel Castro Building, Bloemfontein.

CLOSING DATE: 15 May 2015

SENIOR HUMAN RESOURCES INFORMATION PRACTITIONER REFERENCE NO: FSPT 007/15

SALARY: Salary level 8 – A basic salary of R 227 802.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Bachelors degree or diploma in Human Resources Management/ Public Administration or equivalent qualification with a minimum of two 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 and the Employment Equity Act.

DUTIES:

Facilitate the recruitment and selection process in the Department to contribute to the establishment of a competent and professional workforce within the Department. Render a human resource advisory service within the Department by interpreting more complex and problematic human resources related matters in order to promote an effective human resource environment. Address human resources administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advise the Department on human resource administration matters to enhance the correct implement of human resources administration practices/policies. 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