



FREE STATE PROVINCE

# 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 subject should 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. 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.

### LOGIS ADMINISTRATION OFFICER REFERENCE NO: FSPT 001/14

**SALARY:** Salary level 7– A basic salary of R 170 799 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

Grade 12 Certificate with three years clerical/ administrative experience, of which one year experience should be in a LOGIS environment. Completed LOGIS 1 Course supported by certification.

**DUTIES:** Operation of the LOGIS Call Centre to render a service to all Provincial Departments. Maintain the administration of LOGIS to ensure reliable record keeping for audit purposes and ensure that filing is completed daily. Submit monthly, quarterly and annual reports to the Assistant Manager to assist him/her in the monitoring of the achievement of the objectives of the LOGIS Division.

**ENQUIRIES:**

Mr. T Medupe: (051) 405 5946

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

**CLOSING DATE: 21 FEBRUARY 2014**