



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), 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.

### ORGANIZATIONAL DEVELOPMENT PRACTITIONER: WORK STUDY AND JOB ANALYSIS REFERENCE NO: FSPT 029/13

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

**CENTRE:** BLOEMFONTEIN

#### **REQUIREMENTS:**

A Bachelors degree/ diploma in Management Services (Work Study)/ Public Management/ Administration and/or Human Resources Management or equivalent qualification with a minimum of one year relevant experience. Knowledge of setting norms and standards, Departmental cost benefits analysis, HR practices, compilation of job descriptions. PERSAL and job evaluation processes.

**DUTIES:** Develop and maintain the Departmental Organogram/s. Conduct business process re-engineering investigations. Undertake efficiency promotion exercises. Develop, review and analyze norms and standards. Evaluate jobs in the Department. Provide advice on the development of job descriptions and the application of job evaluation.

#### **ENQUIRIES:**

Ms. FF Sithole: (051) 403 3808

#### **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: 07 JUNE 2013**