

INTERNAL ADVERTISEMENT



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 the new Z.83 form (**Updated version that came into effect on 1 January 2021**), obtainable from any Public Service Department and must **only** be accompanied by a detailed Curriculum Vitae (**Subjects of relevant qualifications should be mentioned in the CV**). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The department, post name and reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. 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). Short listed candidates may also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). 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. The Department reserves the right not to make appointments on the advertised post(s).

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. L D Motloun, Fidel Castro Building, Tel No: (051) 405 4274 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein.

CLOSING DATE: 16 SEPTEMBER 2022

REGISTRY CLERK
REFERENCE NO: FSPT: 030/22

SALARY: Salary level 5 – A basic salary of R176 310.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Grade 12 Certificate. Knowledge of registry duties and practices. Knowledge of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures. Computer literate.

DUTIES:

Provide registry counter services. Handle incoming and outgoing correspondence. Operate office machines in relation to the registry function. Process documents for archiving and / or disposal. Ensure that a proper and fully effective filing system is in place to ensure that files/documents are not misfiled. Render Chief User Clerk functions. Perform any additional tasks that may reasonable be expected from time to time.

ENQUIRIES:

Ms. M Claassen: (051) 405 4919