



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 subjects must 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 4274 or deliver by hand to Room 426(b), Fidel Castro Building, Bloemfontein.

CLOSING DATE: 22 July 2016

SENIOR ADMINISTRATION CLERK: DEPARTMENTAL INFORMATION TECHNOLOGY REFERENCE NO: FSPT 015/16

SALARY: Salary level 5 – A basic salary of R142 461.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Grade 12 Certificate with experience in an administrative environment. Computer Literate.

DUTIES:

Handle all incoming and outgoing correspondence. Maintain an effective record keeping system in terms of the Departmental Filing System. Execute the functions of a Chief User Clerk to ensure that the provisioning needs of the IT Services Sub-directorate are met. Render an office support service in the IT Sub-directorate which, inter alia entails the typing of documents, sending faxes, making traveling arrangements, making copies and administering leave forms to ensure that the Sub-directorate runs smoothly. Render a secretariat service during Sub-directorate meetings to ensure accurate record keeping of decisions.

ENQUIRIES:

Mr. TEM Moloabi: (051) 405 4364