



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 this post 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 CV**), driver's license, identity document and a C.V. (Separate application for every vacancy). 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. 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, hand delivered or e-mailed 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. 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 were 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 Ms. N. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein. Applications can also be e-mailed to [recruitment.fsttreasury@gmail.com](mailto:recruitment.fsttreasury@gmail.com).

**CLOSING DATE:** 17 MARCH 2017

### **SENIOR ADMINISTRATION CLERK: HUMAN RESOURCES INFORMATION REFERENCE NO: FSPT 014/17**

**SALARY:** Salary level 5 – A basic salary of R 142 461.00 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

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

### **DUTIES:**

Render an office support service in the Human Resources Information Division to contribute to a professional human resource management service in the Department. Handle recruitment applications. Compile screening lists for advertised posts. Make telephone calls to invite candidates. Issue regret letters, and submit security screening documents to the Security Services Sub-directorate. Maintain an effective record keeping system relating to the recruitment and selection of candidates, as well as other correspondence dealt with by the Senior Human Resources Information Practitioners of the Human Resources Information Division. Handle all incoming and outgoing correspondence of the Human Resources Information Division such as sending faxes, filing and making copies to ensure that the office runs smoothly.

### **ENQUIRIES:**

Mr. W van Zyl: (051) 405 5266