



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 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 copies of highest relevant qualification (**a transcript of results must be attached and subjects should be mentioned in the CV**), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. 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 was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

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: Mr. W van Zyl, Fidel Castro Building, Tel No: (051) 405 5266 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. Applications can also be e-mailed to recruitment.fstresury@gmail.com or recruitment@treasury.fs.gov.za.

CLOSING DATE: 20 MAY 2022

SENIOR HUMAN RESOURCES INFORMATION PRACTITIONER REFERENCE NO: FSPT: 008/22

SALARY: Salary level 8 – A basic salary of R 321 543.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Diploma in Human Resources Management or equivalent qualification with a minimum of two years' experience in a human resources management environment. Knowledge of relevant legislations and policies within the human resources environment e.g. Public Service Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Regulations and the Employment Equity Act. Knowledge on administrative procedures, research principles, policy development, human resources provisioning. Computer literate in MS Word, Excel and Power Point and operating computer hardware. Ability to communicate verbally and in writing both formally and informally.

DUTIES:

Facilitate the recruitment and selection process in the Department to contribute to the establishment of a competent and professional workforce within the Department. Render a human resource advisory service within the Department by interpreting more complex and problematic human resources related matters in order to promote an effective human resource environment. Address human resources enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advise the Department on human resource matters to enhance the correct implement of human resources practices/policies. Prepare reports on human resources administration issues and statistics to enable management to make informed decisions.

Enquiries:

Mr. X Ngesi: (051) 403 3886