



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, 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 the CV**), identity document, driver's license (if required) and a 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. Documents accompanying the C.V. should not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. 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. No e-mailed or faxed applications will be considered. 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. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 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: 09 April 2021**

The Free State Provincial Treasury presents exciting opportunities for Interns and Experiential Learners through the Department's Internship and Experiential Training Programs.

### **INTERNS (13 POSITIONS) AND EXPERIENTIAL LEARNERS (7 POSITIONS)**

**REFERENCE NO: FSPT 003/21**

**SALARY** – To be determined according to the Remuneration Schedule for Interns as stipulated by the Department of Public Service and Administration (DPSA)

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS FOR INTERNSHIP PROGRAMME:** Unemployed graduates with a three/ four year Degree/ Diploma. Applicants must be between 18 and 35 years of age, historically disadvantaged and a South African citizen.

**REQUIREMENTS FOR EXPERIENTIAL TRAINEESHIP PROGRAMME:** Learners who, as part of their qualification requirements need to undergo formal work based learning for the completion of their qualifications. The required practical experience should be confirmed in writing by the relevant Institution.

**RECOMMENDATION:** Preference will be given to applicants who are computer literate, have good communication skills, and show a willingness to work and learn.

You may apply for any of the Internship or Experiential Learning Programmes offered by a number of Directorates and functional units within the Department if you have any of the following qualifications:

**INTERSHIP PROGRAMME:**

- Diploma/ Degree in Accounting/ Municipal Accounting/ Municipal Finance/ Internal Audit
- Diploma/ Degree in Information Technology
- Diploma or Degree in Human Resources Management/Human Resources Development
- Diploma or Degree in Marketing/Communications
- Diploma or Degree in Project Management/Public Management/Administration/Office Management/Purchasing/Supply Chain Management/Procurement/Logistics
- Diploma/ Degree in Work Study/Records Management/Organizational Behavior
- Diploma or Degree in Financial Management/Cost and Management Accounting
- Diploma/Degree in Business Management
- Diploma/Degree in Economics
- Diploma/Degree in Social Work
- Diploma/Degree in Law
- Diploma/Degree in Building

**EXPERIENTIAL TRAINEESHIP PROGRAMME:**

- Human Resource Management
- Financial Management
- Public Management
- Information Technology/Computer Systems
- Business Management/Administration

**DUTIES:** Participants will undergo an on-the-job development training programme within the Department that will be relevant to their qualifications to equip them to enter the formal job market. Interns will be appointed for 24 months and Experiential Learners will be appointed for such a period as is required in terms of Institution's Learning Programme.

**ENQUIRIES:**

Mr. KK Mangate, Telephone number: (051) 405 5936