



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

The Free State Provincial Government is an equal opportunity affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of this post will be guided by the Departmental Equity Plan and targets correlating to this post.



DEPARTMENT OF TREASURY

Directions to applicants Applications must be submitted on form 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 qualification 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 name, post title and reference number of the advertised post should be stated on the Z83. 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. Candidates will also be subjected to a practical test/exercise as well as an integrity (ethical conduct) assessment. 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. 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, 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). 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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). **Employment Equity targets:** African males and/or African females. Persons with Disability are encouraged to apply.

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. P Shabe, Fidel Castro Building, Tel No: (051) 403 3092 or applications that are hand delivered must be brought to the foyer of the 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 may also be e-mailed to recruitment@treasury.fs.gov.za

CLOSING DATE: 30 May 2025

HUMAN RESOURCES ADMINISTRATION OFFICER
REFERENCE NO: FSPT:011/25

SALARY: Salary level 7– A basic salary of R 325 101.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A relevant qualification (NQF level 6 or higher) and experience within the Public Service human resources environment. Knowledge of Persal and relevant human resources prescripts/procedures. Computer literacy. Confirmation of the successful completion of Persal courses attended.

DUTIES:

Approve the implementation of new appointments/promotions/transfers of employees in the Department. Ensure the correct implementation of resignations and transfers out of the Department. Check and approve the correct implementation of conditions of service and service benefits of employees such as housing, long service recognition, overtime, acting allowances, etc. Supervise the human resources of the Unit.

ENQUIRIES:

Ms. MF Claassen: (051) 405 4919