



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. N Mokotso, Fidel Castro Building, Tel No: (051) 405 5323 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 may also be e-mailed to recruitment@treasury.fs.gov.za

CLOSING DATE: 30 May 2025

**NETWORK ADMINISTRATOR (02 POSTS)
REFERENCE NO: FSPT: 006/25**

SALARY: Salary level 07 – A basic salary of R 325 101.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A relevant qualification (NQF level 6 or higher) in Information Technology with certification in either A+ or N+. A minimum of three years' experience in an information technology environment. Knowledge of ITIL, Treasury Regulations, relevant Delegations, Database Management and Departmental information technology policies. Problem solving-, analytical-, communication-, reporting- and presentation skills. Computer literacy.

DUTIES:

Perform the installation, configuration and ongoing stability of desktop computers, peripheral equipment and software. Ensure desktop computers interconnect seamlessly with the following diverse systems: associated validation, files, emails, computer conferencing, applications and administrative systems. Provide relevant IT equipment specifications, validate and recommend accordingly. Liaise with the Help Desk to determine and resolve problems received from clients. Revise and recommend upgrades on software and systems to be performed to ensure effective service delivery. Keep abreast with new technology through research as well as train, advise and inform users in utilization of ICT resources to improve their efficiency and effectiveness.

ENQUIRIES:

Mr. B J Lekwene: (051) 405 5031