

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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

- APPLICATIONS** : Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 23 June 2017 at 16H00
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a CV. 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. 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. No e-mailed or faxed applications will be considered. 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.

OTHER POSTS

- POST 23/91** : **INTERNAL AUDITOR 3 POSTS REF NO: PWI 17/07**
Directorate Internal Audit
- SALARY** : R226 611 per annum, Level 07
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A national diploma/degree in Auditing or equivalent qualification. Good understanding of the audit process and audit approaches. Good communication (verbal and written) skills. Effective report writing. Computer literacy. Registration with the Institute of Internal Auditors (South Africa) and knowledge of Teammate will serve as an advantage.
- DUTIES** : Execution of the audit programmes on control and governance processes associated with the activities under review. Participate in entrance and exit conference meetings. Compilation of adequate audit working papers. Perform audits of the department in accordance with the audit methodology. Documenting field work on audits. Assisting in ensuring effective and efficient audits by keeping time records. Conduct follow up audits. Summarise audit findings and develop conclusions on audit findings.
- ENQUIRIES** : Me R Mocwaledi, CAE Tel no: (051) 492 3817

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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.

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, - Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street Bloemfontein
- FOR ATTENTION** : Ms Tlaleng Modupe
- CLOSING DATE** : 23 June 2017
- NOTE** : 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), driver's license, identity document and a C.V. (Separate application for every vacancy). 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 or hand delivered 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful

OTHER POSTS

<u>POST 23/92</u>	:	<u>LIBRARY ASSISTANTS 30 POSTS</u>
<u>SALARY CENTRE</u>	:	Post Level 4 (Starting salary notch R 127 851.00 pa plus benefits) Luckhoff Public Library (Ref No: 3207/1) Bolakanang Public Library (Ref No: 3225/2) 1x Post Sechaba Mabobevile Library- Botshabelo (Ref No: 3325/ 3) 4 x Posts Fateng Tse Ntsho Public Library (Ref No: 300406 / 4) 1x Post Ficksburg Public Library (Ref No: 3411 / 5) 1x Post Senekal Public Library (Ref No: 3413 / 6) 1x Post Reitz Public Library (Ref No: 3419/7) 1x Post Ntha Public Library (Ref No: 3425/8) 1x Post Thembalihle Public Library (Ref No: 3434/9) 1x Post Ezenzeleni Public Library (Ref No: 3436/10) 1x Post Dyatalawa Public Library (Ref No: 3439/ 39) 1x Post Henneman Public Library (Ref No: 3512/11) 1x Post Verkeerdevlei Public Library (Ref No: 3524/12) 1x Post Soutpan Public Library (Ref No: 3525/13) 1x Post Monyakeng Public Library (Ref No: 3536/14) 1x Post Matlwangtlwang Public Library (Ref No: 3606/15) 1x Post Viljoenskroon Public Library (Ref No: 3607/16) 1x Post Thutong Public Library (Ref No: 3610/17) 1x Post Vredeshoop Public Library (Ref No: 3612/18) 1x Post Kwakwatsi Public Library (Ref No: 3614/19) 1x Post Heilbron Public Library (Ref No: 3618/20) 1x Post Tweeling Public Library (Ref No: 3628/21) 1x Post Sasolburg Public Library (Ref No: 3632/22) 4 x Posts Mamafubelu Public Library (Ref No: 3422/64) 1x Post
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification and computer literacy (proof of certificates).
<u>DUTIES</u>	:	Assist the Librarian / Assistant Librarian in rendering library and information services to the community. Register library users and handle the issue desk. Shelve (interfile) library materials. Perform administrative duties in the library including cashier duties and asset control
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel no: (051) 410 3687
<u>POST 23/93</u>	:	<u>GENERAL WORKERS 41 POSTS</u>
<u>SALARY CENTRE</u>	:	Post Level 2 (Starting salary notch R 90 234.00 p.a plus benefits) Jacobsdal Public Library (Ref No: 3202/23) 1x Post Petrusburg Public Library(Ref No: 3203/24) 1x Post Dithlake Public Library (Ref No: 3205/25) 1x Post Oppermansgrond Public Library (Ref No: 3206/26) 1x Post Luckhoff Public Library (Ref No: 3207/27) 1x Post Trompsburg Public Library (Ref No: 3208/28) 1x Post Springfontein Public Library (Ref No: 3213/29) 1x Post Jagersfontein Public Library (Ref No: 3217/30)1x Post

Itumeleng Public Library (Ref No: 3218/31) 1x Post
 Smithfield Public Library (Ref No: 3219/32) 1x Post
 Bolokanang Public Library (Ref No: 3225/33) 1x Post
 Sechaba Mabobevile Public Library (Botshabelo) (Ref No: 3325/34) 1x Post
 Ladybrand Public Library (Ref No: 3312/35) 1x Post
 Hobhouse Public Library (Ref No: 3316/36) 1x Post
 Excelsior Public Library (Ref No: 3317/37) 1x Post
 Dewetsdorp Public Library (Ref No: 3319/38) 1x Post
 Petrus Steyn Public Library (Ref No: 3421/40) 1x Post
 Mamafubedu Public Library (Ref No: 3422/41) 1x Post
 Leretswana Public Library (Ref No: 3423/42) 1x Post
 Dyatalawa Public Library (Ref No: 3439/44) 1x Post
 Welkom Public Library (Ref No: 3502/45) 1x Post
 Thabong Public Library (Ref No: 30503/46) 1x Post
 Bronville Public Library (Ref No: 3507/47) 1x Post
 Henneman Public Library (Ref No: 3512/48) 1x Post
 Verkeerdevlei Public Library (Ref No: 3524/49) 1x Post
 Soutpan Public Library (Ref No: 3525/50) 1x Post
 Hoopstad Public Library (Ref No: 3531/51) 1x Post
 Tikwane Public Library (Ref No: 3532/52) 1x Post
 Kgotsong Public Library (Ref No: 3534/53) 1x Post
 Monyakeng Public Library (Ref No: 3536/54) 1x Post
 Sandersville Public Library (Ref No: 3617/55) 1x Post
 Heilbron Public Library (Ref No: 3618/56) 1x Post
 Frankfort Public Library (Ref No: 3623/ 57) 1x Post
 Namahadi Public Library (Ref No: 3624/58) 1x Post
 Villiers Public Library (Ref No: 3625/59) 1x Post
 Sasolburg Public Libraey (Ref No: 3632/60) 1x Post
 Deneysville Public Library (Ref No: 3634/61) 1x Post
 Morojaneng Public Library (Ref No: 3320/62) 1x Post
 Wepenar Public Library (Ref No: 3321/63) 1x Post
 Gariep Public Libraru (Ref No: 3216/65) 1x Post
 Kutloanong Public Library (Ref No: 3511/66) 1x Post

- REQUIREMENTS** : ABET qualification with ability to read and write. Handiness to perform key responsibilities which may vary from manual work to task of a more physical nature.
- DUTIES** : Maintain and clean the library building and surroundings, Maintain garden eg , prune and trim flowers and trees, Mow the grass, Remove weeds and garden refuse, Maintaining equipment and tools, Detect and report malfunctioning of equipment and tools.
- ENQUIRIES** : Ms Tlaleng Modupe Tel no: (051) 410 3687