

**PROVINCIAL ADMINISTRATION: FREE STATE
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, Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein
- FOR ATTENTION** : Ms T Modupe - Human Resource Management (Recruitment Division)
- CLOSING DATE** : 08 February 2019
- NOTE** : Directions to applicants 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

- POST 02/46** : **ADMINISTRATION CLERK REF NO: 3451/91**
- SALARY** : A Basic Salary of R163 563 per annum (Level 05)
- CENTRE** : Bethlehem (Library Services- District Office)
- REQUIREMENTS** : Senior Certificate or equivalent qualification.
- DUTIES** : Responsible for the procurement and distribution of cleaning material and stationery, for example to public libraries, To serve as transport officer for the Thabo Mofutsanyana District. Record various statistical information received from public libraries. Computerize library material. Responsible for assets in office and storeroom and provide assistance with opening/ closing of libraries within the district.
- ENQUIRIES** : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247
- POST 02/47** : **ADMINISTRATION CLERK REF NO: 3451/92**
- SALARY** : A Basic Salary of R163 563 per annum (Level 05)
- CENTRE** : Bethlehem (Library Services- District Office)
- REQUIREMENTS** : Senior Certificate or equivalent qualification.
- DUTIES** : Unpack and check consignments (Library materials) Responsible for the issuing of library material to public libraries. Participate in stock-taking activities. Computerize library material as well as inter-filing library materials, Responsible for asset management in office and provide assistance with opening/ closing of libraries within the district.
- ENQUIRIES** : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247
- POST 02/48** : **ADMINISTRATION CLERK REF NO: 3104/2**
- SALARY** : A Basic Salary of R163 563 per annum (Level 05)
- CENTRE** : Bloemfontein (Library Services)
- REQUIREMENTS** : Senior Certificate or equivalent qualification.

- DUTIES** : Overall receiving of library materials from processing unit, record keeping thereof. Packaging and distribution of new material to public libraries. Keep record of amount of lists printed, boxes packed, delivered and linked bar codes and bar codes printed for new books in warehouse. Check order detail against the invoices, certify correctness thereof and prepare invoices for payment, Asset control.
- ENQUIRIES** : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247
- POST 02/49** : **LIBRARY ASSISTANT REF NO: 3508/5**
- SALARY CENTRE REQUIREMENTS DUTIES** : A Basic Salary of R163 563 per annum (Level 05)
: Odendaalsrus Public Library
: Senior Certificate or equivalent qualification with computer literacy.
: Render library and information services eg check books in and out of library, assist patrons to find materials and guide user how to use library resources, inspect returned books for condition and due date status, manage reserve materials and removing out dated material etc Promote the use of libraries and a culture of reading by assisting with displays of library materials and during promotional events and programs. Perform administrative duties in the Library eg handle enquiries, request stationary and other goods and services, maintaining of patrons particulars on the computer.
- ENQUIRIES** : Ms Tlaleng Modupe Tel No: 051 410 3687 / 066 479 1443
- POST 02/50** : **CLEANER (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS DUTIES** : A Basic Salary of R96 549 per annum (Level 02)
: Odendaalsrus Public Library Ref No: 3508/6
: Thabong II Public Library Ref no: 3504/7
: ABET Qualification as minimum requirement.
: Provide general cleaning services by cleaning (dusting, sweeping, vacuuming, emptying and clean dirt bins, in offices /Library, corridors and boardrooms, Responsible for cleaning kitchens and restrooms to ensure a hygienic environment at all times. Keep stock of kitchen utensils and of restroom accessories eg toilet papers .hand towel etc to be replaced. Safe keeping and maintain cleaning material and equipment. Cleaning of machines eg microwaves, vacuum machines, etc. Request cleaning materials.
- ENQUIRIES** : Ms Tlaleng Modupe Tel No: 051 410 3687 / 066 479 1443

DEPARTMENT OF TREASURY

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- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Mr. I Pheello Tel No: (051) 405 5069
- CLOSING DATE** : 01 February 2019
- 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 or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. 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 application is 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. 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. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

<u>POST 02/51</u>	:	<u>SENIOR HUMAN RESOURCES ADMINISTRATION CLERK REF NO: FSPT: 001/19</u>
<u>SALARY</u>	:	A Basic Salary of R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. Experience in an administrative environment. Administrative knowledge. Good communication, interpersonal relations, organizing skills. Computer literacy and knowledge of Persal.
<u>DUTIES</u>	:	Administer conditions of service/service benefits (Leave, housing, injury on duty, terminations, long service recognition, overtime, pension, resettlement, incapacity leave, transfers, etc.). Effect new appointments, promotions transfers and resignations on Persal. Effect confirmation of probation of qualified employees on Persal. Prepare statistics on all related conditions of service/service benefits issues. Respond to general human resources enquiries.
<u>ENQUIRIES</u>	:	Mr. W van Zyl Tel No: (051) 405 5266