

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Office of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representativity; will receive preference.

- APPLICATIONS** : Posted to Ms. Leanne Terblanche, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Leanne Terblanche, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za
- CLOSING DATE** : 18 November 2022 @ 16:00
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POST

- POST 42/152** : **REGISTRY CLERK (DIRECTOR GENERAL'S OFFICE) REF NO: 20/2022**
- SALARY** : R176 310 per annum (Level 05), (A basic salary)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Understanding of the work in registry. Planning, organizing and language skills.
- DUTIES** : It will be expected of the successful candidate to perform the following duties:
To Provide registry counter services, including: Attend to clients; Handle telephonic and other enquiries received; and Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence, including: Receive all mail; Sort, register and dispatch mail; and Distribute notices on registry issues. Render an effective filing and record management service, including Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; and complete index cards for all files. Operate office machines in relation to the registry function, including Open and maintain Franking machine register; Frank post, record money and update register on a daily basis; Undertake spot checks on post to ensure no private post is included; Lock post in postbag for messengers to deliver to Post Office; Open & maintain remittance register; Record all valuable articles as prescribed in the remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; and Keep daily record of amount of letters franked. Process documents for archiving and/ disposal, including Electronic scanning of files; Sort and package files for archives and distribution; Compile list of documents to be archived and submit to the supervisor; and Keep records for archived documents.
- ENQUIRIES** : Mr. S.C. Polelo Tel No: 051 405 5801