

**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. For post within specific areas preference will be given to candidates who reside in the area. The Department reserves the right not to make any appointments

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, Private Bag X20606, Bloemfontein, 9300 or place applications in an application box, Ground Floor, Zana Building, Corner of Hill and Henry Street, Bloemfontein
- FOR ATTENTION** : Recruitment Division: Human Resource Management
- CLOSING DATE** : 10 November 2023
- NOTE** : Applications must be submitted on the application for employment form (Z.83) and must be completed in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form quoting the relevant reference number. Z83 is obtainable from any Public Service Department or in the internet at www.gov.za/documents. It is therefore prudent that all fields must be completed in full and applicants are not required to submit copies of qualifications and other relevant documents on the applications but must submit the Z83 with detailed Curriculum Vitae. Department will request certified copies of qualification and other relevant documents from shortlisted candidates which will be submitted to HR on or before the day of the Interview. No copies/qualifications/proof, only Z83 and CV submitted on application Separate applications must be submitted for every vacancy applied for. Applicants must utilise the most recent Z83 application form employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will results in disqualification. 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. Shortlisted candidates in possession of a 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. In the absence of a Certificate an applicant should provide a proof of qualification completion only when shortlisted. 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 POST

- POST 38/109** : **LIBRARY ASSISTANT REF NO 3216/06**
- SALARY** : R202 233 per annum (Level 05), a basic salary
- CENTRE** : Gariep Public Library
- REQUIREMENTS** : Senior Certificate or equivalent qualification with computer literacy.
- DUTIES** : Render library and information services e.g., 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, interfiling of books etc. Perform administrative duties in the library e.g., handle enquiries, cashier duties, request stationary and other goods and services, maintaining of patrons particulars on the computer.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209