



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 7/2013

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE: 2013-03-19

Human Resource Advice, Co-ordination and Management Directorate
P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 5270 Fax: (051) 405 4707

www.fs.gov.za



FREE STATE PROVINCIAL GOVERNMENT

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.

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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). Applicants are requested to complete the Z83 form properly and in full. 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 if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

CLOSING DATE: 5 April 2013

POST: SENIOR HUMAN RESOURCE OFFICER: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

REFERENCE NO: COGTA 4/2013

SALARY: Salary level 7 – A basic salary of R 160 224 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Grade 12/NQF equivalent. PERSAL training. 3 years Relevant experience.

RECOMMENDATIONS: Knowledge of Persal System. Knowledge of the relevant Human Resource Management Legislation/Directives. Communication and interpersonal skills. Problem solving/ Analytical skills. Computer skills. Numeracy skills. Literacy skills. Supervisory skills. Presentation skills. Professionalism. Commitment. Confidentiality. Integrity. Loyalty. Team leadership. Planning and organizing. Time management. Creative and innovative.

DUTIES:

Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional Human Resource Management Service. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice Department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics.

ENQUIRIES:

Me. S. Phillips Telephone number: 051 403 3802

APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohang Building Bloemfontein