



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 14/2013

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:...*24/05/2013***.....**

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 PROVINCE

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 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.

APPLICATIONS FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the Lebohang Building, St Andrew Street, Bloemfontein. Please quote the reference number on your application.

CLOSING DATE: 7 June 2013

HUMAN RESOURCES OFFICER

REFERENCE NO COGTA 12/2013

SALARY: Level -5 A basic salary of R115 212 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent

RECOMMENDATIONS: Experience in an HR environment. Knowledge of the public service and PERSAL

DUTIES: To process the entire Personnel Utilization function for the Department which includes the following: To process termination of services, transfers in and out of the department. To implement notch adjustments and cash bonuses (PDMS) for the department. To implement all Service Benefits/Conditions of Service for the department i.e. promotional appointments, housing allowances, overtime, acting allowances and long service recognition etc. To implement all overtime, shift allowance claims for the department. To process all leave of absence requests for the department. To process leave payments of un-used leave for the department. To handle and finalize all administration duties attached to each area of Personnel Utilization. To administer SOMA cases in the department.

ENQUIRIES: Ms. L.J. Etsebeth Telephone Number: 051 403 3750