



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 ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

**Directions to applicants** Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) and must be accompanied by copies of qualifications (a transcript of results must be attached), driver's license, identity document and a recently updated comprehensive CV (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Only shortlisted candidate will be required to submit certified copies of qualifications.

**CLOSING DATE: 22 APRIL 2022 at 16:00**

# INTERNAL ADVERT

**(Only Public Servants in the Free State Provincial Government may apply)**

**POST:** HUMAN RESOURCE CLERK (x2)

**REFERENCE No:** DESTEA 28/03/22

**SALARY:** R176 310. p.a. (Level 5)

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Grade 12 or undergraduate NQF level 6 in HRM/ Public Management or equivalent qualifications. Knowledge of legal prescripts applicable to Human Resources Management. Knowledge of Persal system. Computer literacy.

**DUTIES:** Implement human resource administration practices: HR Provisioning (appointments, Transfers, absorption, confirmation of probationary periods e.g.), implement conditions of service (Leave, Housing allowance, Injury on Duty, Long Service Recognition, relocation, pension, PILLIR or etc.) performance management, termination of service. Address human resource administration enquiries.

**ENQUIRIES:** Ms. M. Van Wyk, **Tel No: (051) 400 9578**

**POST: ACCOUNTING CLERK: INTERNAL CONTROL**

**REFERENCE NO: DESTEA 29/03/22**

**SALARY: R176 310. p.a. (Level 5)**

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** Grade 12 or equivalent qualification. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

**DUTIES:** Perform activities attached to improving control environment of payments for completeness and accuracy; receive invoices, check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments). Assist in coordinating the assurance processes in the Department; perform all logistical arrangements for meetings/workshops etc, provide assistance in identifying control mechanisms to reduce possible non-compliance, develop, update and maintain an effective filing system/ system control for the Sub-directorate, filling of the official documentation/ appropriate delegations in order to ensure safeguarding of all sources/ information for internal control processes. Perform the user clerk function for the Internal Control Sub-directorate.

**ENQUIRIES: Ms. P. Qwele, Tel. No: (051) 400 9402**

**FOR ATTENTION: Ms M Parkies/ K Majafe/ N. Ramaebebe**

**CLOSING DATE: 22 April 2022 at 16:00**