



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 DEVELOPMENT, TOURISM, ENVIRONMENTAL AFFAIRS AND SMALL BUSINESS DEVELOPMENT

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 applications were unsuccessful. Please note that CVs submitted will be destroyed after 4 months period. The Department reserves the right not to appoint.

CLOSING DATE: 12 SEPTEMBER 2014 at 16:00

POST: ADMINISTRATION CLERK

REFERENCE NO: 12/08/14

SALARY : R 123 738 p.a (Salary Level 5)

CENTRE: STERKFONTEINDAM RESORT (HARRISMITH)

REQUIREMENTS: A Grade 12 Certificate or a certificate in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer literacy (MS Word, MS Power Point, MS Outlook). A valid driver's license.

DUTIES: Control over revenue to ensure maximum utilization. Establishment information and booking component at reserve. Render administrative support services to assist management of the reserve.

ENQUIRIES: Mr. L Johnson, TEL. No: 058 622 3520

APPLICATIONS: Quoting the reference number, applications must be forwarded to the Head of Department: Economic Development, Tourism, Environmental Affairs and Small Business Development, P.O Box 14, Harrismith, 9880 or delivered by Hand to Mr L Johnson, Sterkfontein Dam Resort, Harrismith, 9880.

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CLOSING DATE: 12 SEPTEMBER 2014 at 16:00

POST: RESERVE ASSISTANT (X 2 POSTS)

REFERENCE No: 13/08/14

SALARY: R73 044 p.a (Level 2)

CENTRE: BLOEMFONTEIN (KAREE NURSERY)

REQUIREMENTS: Ability to read and write (Abet Level 1-4). Must be able to work in a team. Good human relations.

DUTIES: Maintenance of infrastructures and equipment to ensure high productivity level (Buildings, fences and roads). Development and management of Reserve premises and environment (cleaning and gardening). Eradication of Alien and Invasive species (fauna and flora). Veldt Management (creation of fire breaks and combating of veldt fires). Hunting and culling operations including game capture operations. Support management in the preservation of veldt of the reserve to ensure the continued livelihood thereof.

Enquiries: Mr JAJ Coetzee Tel No: 051 433 2012

APPLICATIONS: Quoting the reference number, applications must be forwarded to the Head of Department: Economic Development, Tourism, Environmental Affairs and Small Business Development, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to Mr. C. Machaea in Room 105, Agriculture Building, South Wing, 98 Zastron Street, Bloemfontein

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CLOSING DATE: 12 SEPTEMBER 2014 at 16:00

POST: PROTECTED AREAS CLERK

REFERENCE NO:14/08/14

SALARY : R 87 330 p.a (Salary Level 3)

CENTRE : RUSTFONTEINDAM NATURE RESERVE (BLOEMSPRUIT)

REQUIREMENTS: A Grade 12 Certificate or a certificate in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer literacy (MS Word, MS Power Point, MS Outlook).

DUTIES : Handling of revenue according to the policies and prescripts of Treasury regulations. Entrance control to Reserve and Resort. Handling of enquiries and bookings. Management and control assets.

ENQUIRIES: Ms G Sebetlele, TEL. No: 051-528 2926

APPLICATIONS: Quoting the reference number, applications must be forwarded to the Head of Department: Economic Development, Tourism, Environmental Affairs and Small Business Development, to P.O Box 19061, Bloemspuit, 9364 or delivered by Hand to Ms G Sebetlele, Rustfontein dam Resort, Bloemspuit, 9364

CLOSING DATE: 12 SEPTEMBER 2013 at 16:00