



Inquiries: A van Heerden
Reference no.: S4/1

MG: 17 / 2013

TO: SUPERINTENDENT – GENERAL: EDUCATION
DEPUTY DIRECTORS-GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DIRECTORS
PUBLIC SERVICE UNIONS
EDUCATIONAL INSTITUTIONS

HUMAN RESOURCES ADMINISTRATION CIRCULAR NO 19 OF 2013

VACANCY CIRCULAR FOR PUBLIC SERVANTS POSTS: PS 4 OF 2013

Attached for your attention and information, please find the above circular.
Kindly bring the contents thereof to the attention of all personnel concerned.

A handwritten signature in black ink, appearing to be 'A van Heerden', written over a horizontal line.

MEC: EDUCATION

DATE: 16/05/2013

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 EDUCATION**HRA 19 OF 2012: VACANCY PS4 OF 2013**

Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy. Secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy and lastly, to the candidature of non-public servants. All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.fsdoe.fs.gov.za). Applications must be accompanied by original certified, copies of formal and informal qualifications, driver's license (where specified), identity document and detailed C.V. Separate applications must be submitted for every vacancy. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity, according to the Departmental Employment Equity plan and targets, will receive preference. Applicants must clearly quote the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement.

N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed and e-mailed applications will not be accepted; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Applicants educational qualifications will be verified, references will be checked and security clearance/criminal check will be conducted. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

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 had been unsuccessful. **Please note: it will be expected of short listed applicants to undertake a competency test and / or make a presentation as requested by the interviewing panel.**

Successful candidates will be vetted. This advertisement will also appear on the website of the Department at www.eduation.fs.gov.za.

CLOSING DATE: 7 JUNE 2013

CONTACT INFORMATION OF DISTRICT OFFICES

DISTRICT OFFICE	POSTAL & PHYSICAL ADDRESS	CONTACT PERSON	ROOM NO	TELEPHONE NUMBERS
Xhariep	The Director: Xhariep District Office Private Bag X 20513 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONTEIN	Ms MHS Cronje	101	(051) 404-4735
Motheo	The Director: Motheo District Office Private Bag X20512 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONTEIN	Mr MD Mokhobo	207	(051) 404-4583
Lejweleputswa	The Director: Lejweleputswa District Office Private X 30 WELKOM 9460 C/O Stateway & Tulbach Street Anmercosa House WELKOM	Mr F Kraalshoek	115	(057) 3917200
Fezile Dabi	The Director: Fezile Dabi District Office Private Bag X 2007 SASOLBURG 9570 23Totius Street Old Cedar School Building SASOLBURG	Mr. JMM Mthimkhulu	32	(016) 973-9049

**LIBRARY ASSISTANT: MOBILE LIBRARY PROJECT (FOUR POSTS): 1. XHARIEP DISTRICT:
2. MOTHEO DISTRICT OFFICE: 3. LEJWELEPUTSWA DISTRICT: 4. FEZILE DABI DISTRICT
OFFICE: SUB DIRECTORATE: EDUCATIONAL DEVELOPMENT & SUPPORT: SECTION e-
EDUCATION, ELITS & ERC: REFERENCE NUMBER: 1. DC16/PS4/2013/01: NUMBER 2.
DC17/PS4/2013/02: NUMBER 3. DC18/PS4/2013/03: NUMBER 4: DC20/PS4/2013/04**

SALARY: Level 4 – A basic salary of R96, 363 – 113, 511 per annum

CENTRE: 1 x Xhariep ERC in Koffiefontein: REFERENCE: **DC16/PS4/2013/01**

1 x Motheo ERC in Bloemfontein: REFERENCE: **DC17/PS4/2013/02**

1 x Lejweleputswa ERC in Welkom: REFERENCE: **DC18/PS4/2013/03**

1 x Fezile Dabi ERC in Kroonstad: REFERENCE: **DC20/PS4/2013/04**

REQUIREMENTS: Grade 12 and N5 or equivalent qualification. Computer literate. As traveling is required, a valid driver`s license is essential.

RECOMMENDATIONS: Applicant must have good knowledge and experience in Library and Information Science (Cataloguing and classification). Good communication skills. Excellent administrative, organisational and general office management skills. Ability to work long hours and under pressure.

DUTIES: Assist with the general administration of the library. Support all the activities of a Multi-media Centre which include the following: • Ordering and processing of material • Issuing and receiving back of library stock • Provide information services to educators, learners, and community • Re-shelving of library stock • Assist educators, learners, community in using resources, including electronic resources • Maintaining a database of library stock • Assist in the operation of the Mobile Library and satellites • Conducting needs analysis in schools.

ENQUIRIES: Xhariep: Mrs. MH Mxaka ☎ (053) 205 9700

Motheo: Mrs. M.A. Mothibi ☎ (051) 404 4619

Lejweleputswa: Mrs. D Msibi ☎ (057) 916 7350

Fezile Dabi: Mrs D Potsane ☎ (056) 216 3800

APPLICATIONS: See attached address list to post/deliver applications

DRIVER: (FOUR POSTS): MOBILE LIBRARY PROJECT 1. KHARIEP DISTRICT: 2. MOTHEO DISTRICT OFFICE: 3. LEJWELEPUTSWA DISTRICT: 4. FEZILE DABI DISTRICT OFFICE: SUB DIRECTORATE: EDUCATIONAL DEVELOPMENT & SUPPORT: SECTION e-EDUCATION, ELITS & ERC: REFERENCE NUMBER: 1. DC16/PS4/2013/05: NUMBER 2. DC17/PS4/2013/06: NUMBER 3. DC18/PS4/2013/07: NUMBER 4: DC20/PS4/2013/08

SALARY: Level 1 – A basic salary of 63, 135 – 67, 008 per annum

CENTRE: 1 x Xhariep ERC in Koffiefontein: REFERENCE: **DC16/PS4/2013/05**

1 x Motheo ERC in Bloemfontein: REFERENCE: **DC17/PS4/2013/06**

1 x Lejweleputswa ERC in Welkom: REFERENCE: **DC18/PS4/2013/07**

1 x Fezile Dabi ERC in Kroonstad: REFERENCE: **DC20/PS4/2013/08**

REQUIREMENTS: ABET or equivalent qualification, Valid Code 10 driver's licence.

RECOMMENDATION: Ability to read and write. Must possess good interpersonal skills and sound human relations. Must be able to communicate easily with other employees, the general public and clients. Must possess effective verbal and written communication skills.

DUTIES: Render a service as a Mobile Library Operator (driver) to the Free State Department of Education. Take charge of loading and unloading of multi-media resources. Ensure the safe transport of all officials. Render a service to schools through the mobile library. Assist the librarian in issuing and receiving borrowed resources. Ensure that the mobile library operates according to the specified timeframes reflected in the operational plan. Ensure that the vehicles are used for official purposes only. Conduct routine maintenance of vehicles and report defects in good time. Keep records of all trips and submit monthly logbook sheets to the District Transport Officer. Deliver mail and documents to other buildings accommodating officials of the Department.

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