



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 8/2013

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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: 2013/04/05



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 SPORT, ARTS, CULTURE AND RECREATION

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). 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 shortlisted candidates are subjected to Pre-employment suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.

APPLICATIONS TO BE SUBMITTED TO: Department of Sport, Arts Culture and Recreation, Attention Mr T Makoala- Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 2nd Floor, Warden Building, Henry Street Bloemfontein. Alternatively applications can be placed in an application box at the library or handed in at the Thabo Mofutsanyana District Library Office, Old Truida Kestell School, corner of Van Der Merwe and High Streets, Bethlehem.

POST

**LIBRARY ASSISTANT
REFERENCE NO : LA/LPL.32**

CENTRE

Leratswana Public Library

SALARY

Salary level 4 - A Basic Salary of R 96 363.00 per annum

REQUIREMENTS

Senior Certificate or equivalent qualification with certificate as proof of computer literacy. Working experience in a public library will be an advantage.

DUTIES

Assist the Librarian/ Assistant Librarian in rendering library and information services to the community. Register library users and handle the issue desk . Shelve (interfile) library materials. Perform administrative duties in the library including asset management .

Enquiries : Ms M Smit

Tel No (058) 303 5111

CLOSING DATE : 26 April 2013