

**PROVINCIAL ADMINISTRATION: FREE STATE
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

The 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 retrospectivity will receive preference.

- APPLICATIONS** : Applications 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 Oliver Tambo House, St Andrew Street, Bloemfontein or they may be sent via email: recruitment1@fscogta.gov.za. Please quote the reference number on your application. Please note that this is a re-advertisement of the post that was advertised in the Public Service Circular No. 13 of 2025. The post is readvertised due to the incorrect required qualifications.
- CLOSING DATE** : 16 May 2025

OTHER POSTS

- POST 14/117** : **DEPUTY DIRECTOR: COMMUNICATION REF NO: 12/2025**
- SALARY** : R896 436 per annum. (Level 11) All-inclusive package The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
Appropriate NQF Level 7 qualification in Communication, Media Studies, Journalism, Public Relations or Marketing Studies in or equivalent qualification. 3 – 5 years' experience as Assistant Director or equivalent level in Communication or related field. Recommendations: Good communication and writing skills, organizational management, events management. Appropriate public service experience in a communication, public relations or media environment, which include facilitating client and stakeholder collaboration; communication campaign development; people management; external communication; internal communication; and risk and reputation management. Inherent requirement of the job: Valid Code (B/EB) driver's license.
- DUTIES** : Manage the Communication sub-directorate of Communication. Assist in developing Communication Guidelines to be utilized within the department. Coordinate and facilitate all external events in the department such as Imbizo outreach programmes, outside broadcasts, national commemorative days, etc. Provide advice and guidance to management on communication related matters. Provide supervisory function and support to staff and the unit. Facilitating stakeholder engagement and collaboration. Develop and implement appropriate internal and external communication plans aligned with the Provincial Communication Strategy, including monitoring and evaluation of these campaigns. Responsible for risk identification, media liaison, and reputation management. Align strategic messaging across all communication channels, including obtaining the necessary health data and information timeously to develop communication strategies, plans, and campaigns. People management, including task allocation and performance management.
- ENQUIRIES** : Mr. Richard Matsoso Contact number: 0608805502

DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). or: e-mail to erecruitment3@fseducation.gov.za
- CLOSING DATE** : 16 May 2025
- NOTE** : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at

<http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and 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, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. 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; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. 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). Non-RSA residents/permanent residents will submit proof only when shortlisted. 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 has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. certificate to be submitted prior to appointment. Regarding e-mailed applications: Applications must be submitted as a SINGLE Document/One Attachment to the e-mail address specified for each position. (kindly note that e-mailed applications and attachments should not exceed 15mb). it remains the candidate's responsibility to ensure that their application is successfully submitted. CV should not be more than 3 pages.

OTHER POSTS

<u>POST 14/118</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROGRAMMES SUB DIRECTORATE: OFFICE OF THE MEC: EDUCATION: REF NO: PS1/2025/01</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (All-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Head Office A relevant B Degree or equivalent qualification as recognised by SAQA. (NQF Level 7). Minimum of 5 years' experience in the management of resources post

		qualification. Knowledge of relevant legislation applicable to special programmes and a Valid Driver's licence.
<u>DUTIES</u>	:	Key Responsibilities: To manage and coordinate Special Programmes activities to ensure the service delivery and smooth flowing communication. To develop policy/strategies of special programmes to ensure execution of and alignment with National frameworks. To co-ordinate the alignment of action plans on special programmes in the department of education to ensure effective and efficient execution of plans. Establishment of QLTC Structures at the Provincial and the District level. Ensure its functionality in all Schools in the Province. Monitor and provide advice on the establishment of Special Programme Forums in The Departments to oversee implementation of these special programmes. Attend Special Programme Committees both in the province and in partnership with all relevant key stakeholders and National Department of Education to keep abreast of the latest developments regarding special programmes and to provide inputs from a provincial perspective. To develop and facilitate the implementation of a departmental policy and operational plan with regard to Youth, Women and Disability (in line with provincial policy). To assist line-functionaries in the department with the implementation of such policy / plan. To co-ordinate all matters related to Youth, Women and Disability in the Department. To integrate activities related to Youth, Women and Disability in the Department. To initiate and facilitate special programmes related to Youth, Women and Disability in the Department. To monitor and evaluate the implementation of all legislation and the effectiveness of all programmes relating to Youth, Women and Disability in the department, in partnership with National Department of Education on Youth Built and Women's Built: Monitor/Evaluate/Analyse the implementation of special programme policies/strategies in the Department in order to report on progress and to make recommendations on possible changes. Overall management of the resources of the Sub-directorate to ensure the smooth running of the component.
<u>ENQUIRIES</u>	:	Mr M Tseeke Tel No: (051) 404 8411
<u>POST 14/119</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES: OFFICE OF THE MEC: EDUCATION: REF NO P1/2025/02</u>
<u>SALARY</u>	:	R468 459 – R551 823.per annum (Level 9) A basic salary
<u>CENTRE</u>	:	Bloemfontein: Head Office
<u>REQUIREMENTS</u>	:	Degree/3-year diploma or equivalent qualification. Minimum of Three years' experience post qualification. Computer literacy and valid driver's licence.
<u>DUTIES</u>	:	Attend and assist the office of the MEC in the execution of its special programmes and other related matters. Develop and facilitate the implementation of departmental policies and programmes with regard to Gender, Youth, Disabilities, Children's Rights and Batho Pele. Support line functionaries regarding implementation of Gender, Youth, Disabilities, Children policies and the White Paper on Batho Pele. Co-ordinate, promote and implement all matters related to Youth, Gender, Disability, Children's Rights and Batho Pele in the department. Ensure the establishment of functional structures of Quality Learning and Teaching Campaign to the Province, Districts, Circuits and Schools. Ensure that all National importance days are observed and Celebrated by the Department. Provide technical advice on matters related to special programs and transformation to senior management. Liaise and communicate with both internal & external key stakeholders of the Department in relation to Gender, Youth, Disabilities and Batho Pele programmes. Coordinate and facilitate activities of moral regeneration movement with all stakeholders and the department.
<u>ENQUIRIES</u>	:	Mr M Tseeke Tel No: (051) 404 8411

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

<u>APPLICATIONS</u>	:	Applicants are urged to choose/ utilise one of the methods provided to forward application to: Department of Sport, Arts Culture and Recreation, Human Resource Management Directorate (Recruitment Division), Applications maybe hand delivered (drop off application box) Ground Floor, Zana Building,
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CLOSING DATE
NOTE

Corner Hill and Henry Street Bloemfontein OR submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed application and attachments should not exceed 5mb) alternatively courier to Zana Building, corner Hill and Henry Street Bloemfontein, Room 9 (Attention Mr L Moadira) 16 May 2025

Applications should be submitted on form Z.83, which can be downloaded from www.dpsa.gov.za and must be accompanied by a comprehensive CV only. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full (Separate application for every reference number). Subject matter must reflect the post reference number on the email. It will be expected from Shortlisted candidates to present certified copies of qualifications once interview process is communicated. 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), NON-RSA citizens must provide proof of permanent residence permit (if shortlisted). The onus is on the applicants to ensure that their applications are couriered or hand delivered timeously as NO applications received after the closing date and as well as incomplete applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to pre-employment screening (verification of qualification, security clearance, citizenship, credit record check and employment verification), to determine suitability for employment. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. Shortlisted candidates will be subjected to a practical pre-entry assessment that intends to test relevant technical, generic and integrity elements link to specific post. The suitable candidates will be selected with intention of promoting representativity and achieving EE targets as contemplated in the departmental Employment Equity plan.

MANAGEMENT ECHELON

POST 14/120

DIRECTOR: HERITAGE, MUSEUM AND LANGUAGE SERVICES (REF NO 2200 / 1)

SALARY

R1 216 824 per annum (level 13) (This all-inclusive remuneration package consists of a basic salary, the State's contribution to contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules

CENTRE
REQUIREMENTS

Bloemfontein
An appropriate Degree (NQF 7 Qualification) preferably in Heritage Practice and/or Heritage Management / Heritage Studies / Cultural Anthropology and/or related studies. 5 Years' middle / senior management experience in the field. Pre-entry certificate for senior Management service (Nyukela Certificate) (which must be submitted prior to appointment). Driver's License Managing of resources in a public sector environment; developing and implementing policies, strategies and programmes. Knowledge of – Relevant legislation, including the Constitution, and policy applicable to the Directorate; Strategic management; Organisation development; Corporate and employee performance management. The ability to –Meaningfully communicate orally and in writing with a variety of audiences; Collaborate effectively with a range of stakeholders; Effectively work as a team member in multi-disciplinary teams; Analyse and integrate data in order to solve problems and make appropriate decisions; Manage conflict; Provide leadership and inspire subordinates; Effectively use MS Office applications; Manage programs and projects; Manage finances; Manage people; Manage risk; Set and enforce appropriate work and behavioural standards. Professional Strong customer orientation. Honesty and integrity, including maintaining confidences, Fair, unbiased, empathetic, and helpful in dealing with customers, superiors and subordinates

DUTIES

To manage a Directorate than enhance heritage, Museum and Language Service in the department which inter alia - preserve promote and exhibit natural and cultural history of the inhabitant of the province- as well the promotion and development of official languages and multi- linguicism in the Free State. Develop Heritage and Museum Regulations for the province. Develop guidelines for loaning, donation and selling of artefacts for the province. Prepare quarterly report on the management of Heritage, Museum

		and implementation of Language Act in the province. Establish and maintain working relationship with Civil Society and related interest groups for the development of Heritage, Museum and Language in the province and outside the province. Responsible for management of assets, Financial and Human Resources and infrastructure. Coordinate, preparing and Chairing Inter-Departmental Language Forum and Friends of the Museum meeting and/or render support services to statutory bodies within the province. Develop and implement Annual Performance Plan for the Unit and report performance monthly. Assist and advice the Chief Director: Cultural Affairs on policy matters which are related to the Directorate
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	Following the interview and technical exercise, for the above two posts the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments for Senior Management Service positions
<u>POST 14/121</u>	:	<u>DIRECTOR – HUMAN RESOURCE MANAGEMENT (REF NR 1300/2)</u>
<u>SALARY</u>	:	R1 216 824 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 as recognised by South African Qualification Authority (SAQA) or equivalent qualification. 5 years' experience at a middle/ senior management level in Public Service. Key Competencies: developing and implementing policies, strategies and programmes. Knowledge of relevant legislation and policies link to key performance areas attached to the post. Ability to analyse and integrate in variety of work scenarios and data to solve problems and make appropriate decisions. Collaborate effectively with range of stakeholders. Completion of the Pre-Entry certificate for Senior Management Service (Nyukela Certificate) (which must be submitted prior to appointment) Valid Driver's Licence.
<u>DUTIES</u>	:	Provide strategic advice and direction to the Human Resource Management Directorate which include Human Resource Practices & Administration, HR utilization and capacity building with performance management, Employee Relations, Human Resource Planning and Strategies as well as Employee Wellness programmes. Responsible for policy development analysis and implementation related to various sub-directorates under his/her span of control. Participate in preparing and reviewing the departments' performance management system by setting key performance indicators (KPI's) aligned with the strategic and annual performance plan as well as regular monitoring and reporting on KPI as required. Ensure consistent compliance with national and provincial legislation, applicable to and affecting the directorate as well as advice to Head of the Department and EA in this regard. Plan, organise lead and control preparation and submission of an annual business plan for the Directorate as well as risk management. Responsible for budget management, implementation of supply chain management system and practices, human resource management, knowledge management as well as contract management in respects of all sub-directorate, division allocated under his/her span of control to ensure effective delivery activities undertaken by the directorate.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATIONS</u>	:	recruit.si@sacr.fs.gov.za
<u>NOTE</u>	:	Following the interview and technical exercise, for the above two posts the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments for Senior Management Service positions.
<u>POST 14/122</u>	:	<u>COLLECTION OFFICER (REF NO 2261/ 4)</u>
<u>SALARY</u>	:	R397 116. per annum (Level 8) A basic salary
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	An appropriate NQF 7 qualification preferable Museum / Heritage science. Minimum of three (3) years' experience in a museum or heritage related environment. Drivers Licence. Computer Literacy. Knowledge in handling and conservation of artefact's, electronic documentation and store management as well as research methodology. Ability to maintain good public relations, report writing and administrative skills as well as competency to operate photography equipment
<u>DUTIES</u>	:	Develop and maintain documentation systems and processing system for artefact within Provincial Museum Services. Develop and maintain administrative procedures to support the management and compliance of museum collections as well as preparation of condition reports and collection audits. Manage book collection within the museums. Conservation and preservation of artefacts. Expose communities to their heritage by making artefacts available for research, museum exhibitions, outreach programs and general public Responsible for management of resources e.g., financial planning, asset management and staff supervision.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>POST 14/123</u>	:	<u>OCCUPATIONAL HEALTH & SAFETY OFFICER (REF NO 1444/ 3)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 8) A basic salary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 Degree in Social Science with Comprehensive relevant experience in OHS work (2-3 years' work experience) OR Occupational Health and Safety Management, or Safety Management, knowledge and understanding of OHS/SHERQ issues in the workplace. Ability to analyse and develop OHS policies. Knowledge and understanding of monitoring and evaluation tools and processes in the context of OHS/SHEQ. Courses linked with SHEQ will be an advantage. Valid Driver's license.
<u>DUTIES</u>	:	Ensure implementation of the Occupational Health & Safety Act. Oversee availability and serviceability of Occupational Health & Safety equipment. Identify SHE hazard and risk trends and provide mitigation measures. Conduct continuous analysis of first aid management. Provide advice and guidance on Occupational Health & Safety issues. Ensure training of staff in Occupational Health & Safety practices. Supervise Cleaners.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATION</u>	:	recruit.si@sacr.fs.gov.za
<u>POST 14/124</u>	:	<u>SENIOR REGISTRY CLERK (REF NO 1304/5)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 7) A basic salary
<u>CENTRE</u>	:	Bloemfontein (Human Resource Management Directorate)
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent qualification. 3 5 years' experience required. Knowledge of registry duties, practices as well as the ability to capture data, and how to utilize computer/E-filing Systems optimal Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures required within a registry environment.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry functions. Supervise the procedure and/or processes required for archiving and/disposal of documents. Supervise human resources.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATIONS</u>	:	recruit.si@sacr.fs.gov.za
<u>POST 14/125</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CFO) (REF NO 1200/8)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 7) A basic salary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 with proven ability to apply knowledge and skills, secretarial qualification or equivalent. Minimum of two (2) years' experience in a secretarial or administrative related environment. Drivers Licence. Knowledge of Computer Literacy (Windows). Ability to draft submissions, plan, organize, communicate, have good interpersonal relations, produce accurate work, be professional, co-ordinate, Typing.

<u>DUTIES</u>	:	To Manage the engagement of the Chief Financial Officer to ensure attendance of Chief Financial Officer at all relevant/prioritized meetings To compile all necessary documents for the Chief Financial Officer in terms of the meetings to be attend and to sensitize him/her on the contents thereof Correctly classify documents and ensure the safe-keeping thereof, ensure an efficient flow of information and documents to and from the office of the Chief Financial Officer To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. To attend meetings with Chief Financial Officer with the purpose of minuting resolutions and interaction with role-players to ensure implementation of such resolutions. To act as secretariat for meetings scheduled by Chief Financial Officer which include preparation of relevant correspondence in connection with this engagement. To record decision and to communicate it, with the purpose of execution, to role-players, to follow-up on progress made and to prepare briefing notes to the Chief Financial Officer to deal with enquiries received, internally and externally to the relevant stakeholders
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209 recruit.si@sacr.fs.gov.za
<u>POST 14/126</u>	:	<u>ADMINISTRATION OFFICER (OFFICE HEAD OF DEPARTMENT (REF NO 1100/9)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7) A basic salary Bloemfontein An appropriate NQF 6 qualification with proven ability to apply knowledge and skills, or equivalent. 3 -4 years' public sector experience will be an advantage Knowledge of basic Personnel administration, BAS, Treasury Regulations. Financial Regulations Valid Driver's license.
<u>DUTIES</u>	:	Record, organise, capture and retrieve correspondence and data (line function). Distribute documents/packages to various stakeholders as required. Keep and maintain incoming and outgoing register of the component. Collect/receive of any information for consolidation and reporting. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Maintain leave register of the component. Arrange travelling and accommodation for officials with office of the Head of Department. Capture and update expenditure report within Office of the Head of Department. Check correctness of subsistence and travel claims of officials within office of the Head of department and acquire approval for these claims Keep and maintain personal records in the component. Responsible for staff supervision
<u>ENQUIRIES APPLICATION</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209 recruit.si@sacr.fs.gov.za
<u>POST 14/127</u>	:	<u>MUSEUM OFFICER (REF NO 2254 / 6)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321.per annum (Level 5) A basic salary Transgariiep Museum (Phillipolis) Senior Certificate or equivalent qualification. Computer Literacy Basic experience as receptionist tour guide or museum related work and/or valid driver's licence will be an advantage
<u>DUTIES</u>	:	Render and effective frontline service in the museum by welcoming the tourist and visitors, provide guidance to them in and around the museum by sharing information related to the museum. Responsible for basic museum collection administration, relating to artefacts, displays and other items in the museum. Responsible for safety and neatness of museum building and displays. Responsible for management of assets and human resources Perform administrative task link to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tlaleng Modupe Tel No 066 479 1443 recruit.bt@sacr.fs.gov.za
<u>POST 14/128</u>	:	<u>CLEANER (REF NO 3800 / 7)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 2) A basic salary Bloemfontein (Library Services)

<u>REQUIREMENTS</u>	:	ABET qualification Capacity to operate cleaning equipment and knowledge how to use cleaning product and methods Ability to carry out instruction mostly repetitive/ routine nature received from supervisor
<u>DUTIES</u>	:	Responsible for a clean and hygienic environment by cleaning offices, corridors, elevators, boardrooms, kitchens and restrooms. (Cleaning duties entails for example dusting. Sweeping, vacuum of carpets, empty and clean dustbins, wash crockery, prepare boardroom for meeting. By cleaning it, place water and crockery before meeting commence Effective use of cleaning material and equipment, care thereof, requesting supplies in time and report on defaults immediately.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 066 479 1247
<u>APPLICATIONS</u>	:	recruit.ly@sacr.fs.gov.za