Free State Legislature
41 Charlotte Maxeke Street
Bloemfontein
Tel: (051) 407 1100

Closing Date: 15 December 2025

Internal/External Vacany Advertisement

Free State Provincial Legislature (FSL) invites applications from suitable, qualified and competent candidates for the following vacant positions:

DIRECTORATE: LEGISLATION AND OVERSIGHT,
POST: RESEARCHER
SALARY GRADE: 14. BASIC SALARY PER ANNUM: R R669 724 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID, 13 th CHEQUE AND CELL PHONE ALLOWANCE)

Requirements:
Grade 12 /Matric certificate and Honours /Postgraduate degree (NQF 8) or Equivalent Qualification in Public Administration. Minimum of 3 - 5 Years experience in Research. 1-2 years' experience in Monitoring and Evaluation, Policy Development and formulation is essential. Proficient in MS Office. Good written and verbal communication skills, as well as presentation and organizational skills. Understanding the functioning of the Legislature and Legislative Sector Oversight Model is essential.

Key responsibilities:
Main responsibilities will be Policy Research for Committee assigned, Budget analysis and Performance Evaluation of Government Departments and Public Entities the assigned Committee is providing Oversight to prepare Research briefs on proposed Legislation, Bills and Petitions before the
Committee, and Monitor coverage in the media on issues before the Committee. Knowledge of Sector Oversight Model is essential.

DIRECTORATE: HUMAN CAPITAL MANAGEMENT
POST: PERSONNEL OFFICER
SALARY GRADE: 1. BASIC SALARY PER ANNUM: R498 256 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID, AND 13TH CHEQUE)

Requirements: Grade 12 /Matric Certificate and National Diploma or Bachelor'sdegree in Human Resources, Public Management or Office Management. 1–3 years' administrative experience. Proficiency in MS Office suit. Be able to work in a team. The candidate must possess exceptional emotional intelligence and ability to multitask, knowledge of South African labour laws an HR system and excellent administrative, communication, and interpersonal skills.

Key Responsibilities: Perform benefit administration pertaining to medical aid applications, provident fund, housing, study aid and compensation claims. Handle all HR Administration queries pertaining to all benefits. Keep records of all HR transaction documentation inclusive of benefit administration, recruitment and selection, industrial relations and training and development Assist in interpreting
relevant HR related policies and legislation. Prepare and calculate payroll transactions i.e. overtime, housing allowance, change in any contributions. Inform finance of payroll transactions for further execution.

DIRECTORATE: HANSARD
POST: ADMINISTRATIVE ASSISTANT
SALARY GRADE: 10 - ANNUAL SALARY: R413 035 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID AND 13 TH CHEQUE)

Minimum Requirements:
Grade 12/Matric certificate and Diploma in Office Management (NQF level 6) and/or equivalent qualification. Minimum of 1–3 years' administrative experience is essential. Good written and verbal communication skills. Proficient in MS Office. Excellent time management skills and ability to multitask and prioritize work.

Key Responsibilities: To provide efficient and resourceful administrative and support services to the Hansard Directorate through comprehensive logistical and record-keeping and management. Manage filing systems, correspondence and document routing. Assist with the preparation, formatting and quality-checking of Hansard documents. Coordinate meetings, take minutes and manage diaries and logistics. Capture data on workflow systems and ensure accurate record management. Communicate professionally with internal stakeholders and support session-related activities.

OFFICE OF THE SECRETARY (PROTECTION SERVICES UNIT)
POST: PROTECTION OFFICER x 2
SALARY GRADE: 9 BASIC SALARY PER ANNUM: R356 825 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID AND 13 TH CHEQUE)

Minimum Requirements: Grade 11, Certificate Grade E, C, D with (PSIRA) Registration. Minimum of 2-3 years' experience within the Legislature environment (general experience), Ability to interact effectively with diverse groups of people. Commitment to maintaining strict access control and security protocols. Strong verbal and written communication skills.

Key Responsibilities: Assist in providing comprehensive security services to the Free State Legislature. Monitor and manage access control of visitors and moveable items in and out of Legislature premises. Ensure all buildings and access points are secure at all times. Control access to the entire Free State Legislature buildings internal and external. Maintain accurate registers of visitor movement. Control movement and removal of Legislature property and assets from the premises. Minimize and control security risks within the Legislature.

SUBMISSION OF APPLICATIONS AND SUPPORTING DOCUMENTATION:
Applications must include: Covering letter; Curriculum Vitae (CV); Original certified copies of qualifications (with transcript of results attached); Driver's licence (if applicable); Copy of Identity document (certified).
If no notification of appointment is received within 3 months of the closing date, consider your application unsuccessful. The Legislature reserves the right not to appoint any applicant for the advertised position.

The Free State Legislature is an equal opportunity employer committed to affirmative action and will consider equity targets when filling these positions.

E-mail to applications and all supporting documents to our shared email:
fsljobapplication@fsl.gov.za

For all enquiries, contact: Director: Human Capital Management, Ms D. Tshabalala at 051 407 1232 or Manager Human Capital Management, Mr B. Sigasa at Tel 051 407 1151