



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 TREASURY

**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. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. 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 application was unsuccessful.

**POST:**                 **SECRETARY**  
**REFERENCE NO:** **FSPT 004/12**

**SALARY:**             Salary Level 5- A basic salary of R 101 007 per annum

**CENTRE:**            BLOEMFONTEIN

### **REQUIREMENTS:**

- An appropriate three year degree or diploma in Office Management or an appropriate equivalent qualification.
- Working knowledge of MS Word, Excel, Outlook and PowerPoint.
- Ability to handle / deal with confidential matters will be an added advantage.

### **DUTIES:**

- Provide a secretarial/receptionist support service to the Senior Executive Manager.
- Provide a clerical support service to the Senior Executive Manager.
- Remain up to date with regard to prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Senior Executive Manager.

### **ENQUIRIES:**

Ms. AS Fourie, Telephone number: (051) 405 5508/9

### **APPLICATIONS FOR THE DEPARTMENT OF PROVINCIAL TREASURY TO BE SUBMITTED TO:**

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. M. Moalosi, Room 426B, Provincial Government Building, Tel No: (051) 405 5262 or deliver by hand to Ms. Moalosi in Room 426B, Provincial Government Building, Bloemfontein.

**CLOSING DATE: 27 January 2012**