



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. 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: PERSONAL ASSISTANT: SENIOR EXECUTIVE MANAGER ASSET AND LIABILITY
REFERENCE NO: FSPT 013/12

SALARY: Salary level 7 – A basic salary of R 149 742 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- An appropriate three year qualification in Office Management and Technology or an equivalent qualification.
- Experience in managerial support functions.
- Working knowledge of MS Word, Excel, Outlook and PowerPoint.

RECOMMENDATION:

- Knowledge and understanding of the Public Service policies and procedures.
- Working knowledge on the setting up and maintenance of a record system
- Knowledge and understanding of departmental policies.

DUTIES:

- Manage engagements of the Senior Executive Manager to improve service delivery.
- Implement administrative measures to ensure the efficient functioning of the office of the Senior Executive Manager.
- Assist the Senior Executive Manager with regard to meetings attended by him/her so as to enable the Senior Executive Manager to efficiently execute his/her duties/responsibilities.
- Ensure the safe keeping of all documents for the Senior Executive Manager to be in line with the Archive Legislation.
- Handle travel arrangements for the Senior Executive Manager and assist him/her with his/her personal matters to enable him/her to attend his/her duties.
- Set up and maintain systems in the office of the Senior Executive Manager that will contribute towards improving efficiency in the office.
- Compile and monitor the budget for the Senior Executive Manager's office to ensure effective and efficient utilization of funds.
- Promote professional behavior and ethics in the office of the Senior Executive Manager to enhance the image of the Public Service.
- Accompany the Senior Executive Manager on some major visits to assist with administrative and logistical arrangements.
- Serve as an entry point for all internal and external stakeholders who visit or call the office and manage the diary of the Senior Executive Manager and referring other s to the appropriate components for action and follow-up on issues on behalf of the Senior Executive Manager to ensure that matters are dealt with effectively.
- Render an office support service to the Senior Executive Manager including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly.
- Ensure that guests in the office of the Senior Executive Manager are received in such a manner that the professional image of the office is enhanced

ENQUIRIES:

Mr. MJ Phukuntsi: (051) 405 4950

APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:
The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Provincial Government Building, Tel No: (051) 405 5050 or deliver by hand to Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 2 March 2012