



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 or subjects should be mentioned in the CV**), 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. Candidates who apply for posts on salary level 9 and higher will also be subjected to a competency assessment as well as a practical test. 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.

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, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein.

CLOSING DATE: 12 February 2016

OFFICE MANAGER: OFFICE OF THE CHIEF EXECUTIVE MANAGER
REFERENCE NO: FSPT 002/15

SALARY: Salary level 9 – A basic salary of R 289 761.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate three year degree or diploma in Public Management/ Office Management and Technology with a minimum of three (3) years relevant experience relating to managerial support on executive level. Knowledge and understanding of Public Service legislature and procedures. Working knowledge of the functioning of Provincial and National Government. Advanced knowledge of MS Word, Excel, Outlook and PowerPoint. Good verbal and written communication skills. Knowledge of financial management and project management. Valid driver's license.

DUTIES:

Execute research, analyze information and compile complex documents. Scrutinize submissions and reports and make recommendations. Compile presentations to oversight stakeholders. Co-ordinate high level meetings, record minutes and resolutions and monitor the implementation thereof. Establish, implement and maintain effective processes for the flow of information and documents. Manage the resources of the office.

ENQUIRIES:

Mrs. AS Fourie: (051) 405 5509