



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

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 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. 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: 22 July 2016

PERSONNAL ASSISTANT: OFFICE OF THE CHIEF DIRECTOR: CORPORATE SERVICES
REFERENCE NO: FSPT 017/16

SALARY: Salary level 7– A basic salary of R 211 194.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Bachelor's degree/ diploma in Office Management and Technology/ Human Resources Management/ Public Management/Administration or equivalent qualification with a minimum of two (2) years relevant experience. Knowledge of relevant legislation and policies, Public Finance Management Act and Public Service Regulations. Good verbal and written communication skills. Computer literate.

DUTIES:

Provide a secretarial/receptionist support service to the Chief Director. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the Chief Director. Render an administrative support service to the Chief Director. Manage the travel arrangements and claims for the Office of the Chief Director. Provide support with the administration of the budget. Provide support to the Chief Director during meetings. Perform secretariat services during meeting. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.

ENQUIRIES:

Ms. M Sithole: (051) 405 4286