



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 new Z.83 form (**Updated version that came into effect on 1 January 2021**), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (**a transcript of results must be attached or subjects should be mentioned in the CV**), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed 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. 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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

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: Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fstresury@gmail.com or recruitment@treasury.fs.gov.za.

CLOSING DATE: 22 October 2021

SECRETARY: OFFICE OF THE DIRECTOR: SUPPORT SERVICES
REFERENCE NO: FSPT: 016/21

SALARY: Salary level 5 – A basic salary of R 173 703.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Grade 12 Certificate or equivalent qualification. Knowledge of the Department, relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and Power Point. Good telephone etiquette, sound organizational skills, and basic knowledge of financial administration.

DUTIES:

Provide a secretarial/receptionist support service to the Director. Render an administrative support service to the Director. Make travel arrangements for the Director. Ensure a proper document filing system is kept within the Office of the Director. Handle the procurement of items such as stationary, refreshments, etc. Provide support to the Director during meetings. Support the Director with the administration of the Director's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Director.

ENQUIRIES:

Mr. S B Mhlambi: 051 405 4072