



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 Mokotso, Fidel Castro Building, Tel No: (051) 405 5323 or deliver by hand to Ms. Mokotso in Room 426(b), Fidel Castro Building, Bloemfontein.

CLOSING DATE: 12 June 2015

ADMINISTRATIVE OFFICER
REFERENCE NO: FSPT 014/15

SALARY: Salary Level 7- A basic salary of R183 438 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Grade 12 Certificate and relevant short courses. Proof of the completion of short courses should be in the form of certificates obtained. Three years' experience in rendering administrative support, including procurement support such as Logis functions, compiling demand plans and budget control. Good telephone etiquette. Computer literate. Sound organizational skills. Good written and verbal communication skills.

DUTIES:

Provide a receptionist support service to the Chief Executive Manager. Render an administrative support service. Provide a support service to the Chief Executive Manager regarding meetings. Support the Chief Executive Manager with the administration of the budget of the office of the Chief Executive Manager. Gather knowledge of relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Ms. AS Fourie: (051) 405 5508/9