



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 13/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

**ADVERTISEMENT OF POST: DEPARTMENT OF LOCAL GOVERNMENT
AND HOUSING**

THIS CIRCULAR REPLACES CIRCULAR NO 12 OF 2008

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE:.....2008/02/14.....

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST : PERSONAL ASSISTANT
To the Chief Financial Officer

SALARY : Level 7 R106 335 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Senior (or equivalent) certificate

Recommendations : Computer Literacy

DUTIES : **Manage engagements of the SMS Member to improve service delivery:**

- Liaise with and/or sensitize the SMS regarding engagements
- Compile realistic programmes of appointments and journeys
- Prioritize appointments
- Ensure that appointments are made.

Implement administrative measures to ensure the efficient functioning of the office of the SMS:

- Ensure an efficient flow of information and documents to and from the Office of the SMS
- Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders
- Deal with enquiries received, internally and externally to the relevant stakeholders
- Keep record of documents, memoranda, etc., which are dealt with by the SMS
- Stay updated with information from various media and to bring such information to the attention of the SMS
- Arrange for the placements of items on the agenda of meetings chaired by the SMS and to ensure circulation of accompanying memoranda
- Arrange for the attendance of the SMS at meetings and other relevant gatherings
- Produce/prepare relevant correspondence/papers in connection with the above arrangements
- Do certain research for the SMS
- Render a secretarial function for committees chaired by the SMS

Assist the SMS with regard to meetings attended by him/her so as to enable the SMS to efficiently execute his/her duties/responsibilities:

- Compile all necessary documents for the SMS in terms of the meetings to be attended and to sensitize the SMS on the contents thereof
- Prioritize documentation, correspondence, etc.

- Engage members of the public, officials of other Departments and other role-players to determine the scope of issues to be discussed at meetings attended to and/or chaired by the SMS, to conduct research thereon and to prepare briefing documents
- Prepare and co-ordinate , as directed by the SMS, submissions, documents, briefing notes, etc.
- Record decisions and to communicate it, with the purpose of execution, to role-players, to follow-up on progress made and to prepare briefing notes for the SMS
- Attend meetings with the SMS with the purpose of minuting resolutions and interaction with role-players to ensure the implementation of such resolutions

Ensure the safe-keeping of all documentation in the Office of the SMS to be in line with the Archive Legislation:

- Ensure the security of the office and documentation

Handle travel arrangements for the SMS and assist her/him with her/his personal matters to enable her/him, to attend to her/his duties.

Set up and maintain systems in the Office of the SMS that will contribute towards improving efficiency in the office.

Compile and monitor the budget for the SMS's Office to ensure the effective and efficient utilization of funds

Promote professional behaviour and ethics in the Office of the SMS to enhance the image of the Public Service

Accompany the SMS on some major visits to assist with administrative and logistic 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 Manager and referring others to the appropriate components for action and follow-up on issues on behalf of the Senior manager to ensure that matters are dealt with effectively

Render an office support service to the Senior 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 Manager are received in such a manner that the professional image of the office is enhanced.

Execute the functions of a Chief User Clerk to ensure that the provisioning needs of the Senior Manager's Office is met and render a support service to the SMS Member on matters related to the budget of the SMS Member

CLOSING DATE: 12 March 2008

REFERENCE NUMBER: LGH2008/16

ENQUIRIES : Ms. S. Phillips
Tel : 051 4033802

APPLICATIONS : (Attention: Ms. S. Phillips)
Security entrance
Lebohang Building
or
Chief Directorate Corporate Services
P.O. Box 211
BLOEMFONTEIN
9300