



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 16/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: PROVINCIAL TREASURY

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: 15/11/2008

Department of the Premier • Departement van die Premier • Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCIAL GOVERNMENT

PROVINCIAL TREASURY

SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS DIRECTORATE

POST : **SENIOR FINANCIAL ADMINISTRATION OFFICER: LOGIS SUPPORT**

SALARY : R132 054 – R153 312 (Appointment will be on the first notch)

NOTE : Appointment is subject to vetting.

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A three year diploma/degree and LOGIS experience or Grade 12 plus completion of the LOGIS 1 course. A valid driver's license.

KEY RESPONSIBILITIES : Provide assistance, give guidance and render ongoing functional and technical support for the Logistical System;

Implement the logistical system and provide in-service training to all users of Logis, as well as other colleagues using the system to ensure trained and competent Logis users;

Assist stores by giving guidance to rectify KPA's and monitoring KPI's;

Submit monthly, quarterly and yearly reports to the Assistant Manager to assist them in the monitoring of achievement for the Logis Division;

Liaison with all Provincial Departments to ensure efficiency and effectiveness in regard to Logis.

ENQUIRIES : Ms. Amanda Purcell
: TELEPHONE: (051) 405-5945

REFERENCE NUMBER : FSPT 015/08

CLOSING DATE : 29 February 2008

APPLICATIONS : Attention: Mrs. GMC Gildenhuys
Free State Provincial Treasury
Provincial Government Building
Room 431
Private Bag X 20537
Bloemfontein
9300
Tel No: 051-405 4274

Free State Provincial Treasury is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference. The Department reserves the right not to fill any of the advertised post(s).

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, driver's license, identity document and a C.V. (Separate application for every vacancy).
- 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.

FREE STATE PROVINCIAL GOVERNMENT

PROVINCIAL TREASURY

SUPPLY CHAIN MANAGEMENT DIRECTORATE

POST	: PERSONAL ASSISTANT
SALARY	: R106 335 – R123 456 (Appointment will be on the first notch)
CENTRE	: BLOEMFONTEIN
NOTE	: Appointment is subject to vetting.
REQUIREMENTS	: An appropriate three year degree or diploma in Office Management or an appropriate equivalent qualification. Working knowledge of MS Word, Excel, Outlook and Power Point. Ability to handle/deal with confidential matters will be an added advantage.
KEY RESPONSIBILITIES	<p>: Manage engagements of the Senior Manager: Supply Chain Management to improve service delivery;</p> <p>Implement administrative measures to ensure the efficient functioning of the office of the Senior Manager: Supply Chain Management;</p> <p>Assist the Senior Manager: Supply Chain Management with regard to meetings attended by her/him to enable the Senior Manager to effectively execute her/his duties/responsibilities;</p> <p>Ensure the safekeeping of all documentation in the office of the Senior Manager to be in line with the Archive Legislation;</p>

Handle travel arrangements for the Senior Manager and assist her/him with her/his personal matters to enable her to attend to her/his duties;

Set up and maintain systems in the office of the Senior Manager that will contribute towards improving efficiency in the office;

Compile and monitor the budget for the Senior Manager's office to ensure the effective and efficient utilization of funds;

Promote professional behavior and ethics in the office of the Senior Manager to enhance the image of the Public Service;

Accompany the Senior Manager 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 and manage the diary of the Senior Manager;

Render an office support service to the Senior Manager such as typing, sending /receiving of faxes, making photocopies and preparing presentations to ensure that the office runs smoothly.

Manage engagements of the Senior Manager: Supply Chain Management to improve service delivery;

ENQUIRIES

: Mr TC Mothibe
TELEPHONE: (051) 405-5460

REFERENCE NUMBER

: FSPT 015/08

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