



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 31/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF SPORT, ART AND CULTURE

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: 20/04/2007

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCE



DEPARTMENT OF SPORT, ARTS AND CULTURE

CLOSING DATE: 18 MAY 2007

INSTRUCTIONS ON HOW TO APPLY:

- Applications should be submitted on a Z83 form obtainable from any Public Service Department or at www.fs.gov.za and must be accompanied by an updated comprehensive and detailed Curriculum Vitae with certified copies of qualification certificates, Driver's license and a copy of Identity Document or Passport attached.
- Direct your application quoting the relevant reference number and corresponding centre of employment above on the Z83 form.
- No faxed or e-mailed applications will be considered and applications received after the closing date indicated above will not be accepted.
- If applying for more than one position, a separate application form (Z83 - with relevant attachments) must be provided for each post applied for
- Failure to comply with the above instructions will result in the application not being considered and automatically disqualified.

PLEASE NOTE:

- Candidates who are not contacted within four months for an interview may assume that they did not meet the shortlist criteria and are hereby thanked for applying for the vacant posts
- Candidates in ownership of foreign qualifications, certificates and/or courses attended must ensure that they attach proof of the level of their qualifications, issued by the South African Qualification Authority.
- Applications must be directed for attention : Ms M M Moffat and submitted to : Department of Sport, Arts and Culture, Human Resource Advisory Division, Private Bag X20606, Bloemfontein 9300 or place applications in application box, Foyer 2nd Floor, Saambou Building, Cnr Maitland and Aliwal Streets, Bloemfontein 9300

Post: Secretary – HOD Office (Ref. H/S 005)

Salary: R 64 143.00 pa

Centre: Bloemfontein

Requirements: Senior Certificate or Equivalent Qualification with typing as a fully passed subject. Experience in office management with specific reference to the key responsibilities with good typing and writing skills. Computer literacy with reference to working knowledge of MS Word, Excel and PowerPoint. Experience in the rendering of a secretarial service to middle and higher level managers. Working knowledge on the use and maintenance of a filing system. Excellent interpersonal relations and the ability to communicate with people on all levels.

Recommendations: Secretarial Diploma / Certificate. Understanding of the Public Service Environment, Systems and Procedures. Time Management Skills and ability to work independently and to handle different tasks at the same time.

Key Responsibilities: If appointed it will be required from the successful candidate to accept responsibility to: – Serve as an entry point for all internal and external stakeholders who visit or call the office of the HOD and ensure that appointments are coordinated with the personal assistant to ensure effective diary management. – Render a secretarial service to the HOD including typing documents, receiving and distributing post, sending faxes and making photocopies to ensure that the office runs smoothly. – Ensure that guests to the office of the HOD are welcomed in such a manner that the professional image of the office is enhanced. – Render a basic administrative support service to the office of the HOD which includes the ordering of the equipment, paymaster for the office, keeping registers, inventory control, etc. – Communicate with internal and external stakeholders to schedule appointments, visits etc. – Ensure that all documentation in the office of the HOD are filed and kept safely to ensure access to information

Note: Short listed candidates will have to undergo a practical typing test

Enquiries: Ms A Hammond at Tel. No. (051) 410 4723