



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 41/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: 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:** 22/05/2007

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**

**ASSET AND LIABILITY MANAGEMENT CHIEF DIRECTORATE**

|                             |  |
|-----------------------------|--|
| <b>POST</b>                 | <b>: PERSONAL ASSISTANT</b>  |
| <b>SALARY</b>               | : R98 916 – R114 843 (Appointment will be on the first notch)  |
| <b>CENTRE</b>               | : BLOEMFONTEIN   |
| <b>REQUIREMENTS</b>         | : 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.  |
| <b>KEY RESPONSIBILITIES</b> | <p>: Manage engagements of the Senior Executive Manager to improve service delivery;</p> <p>Implement administrative measures to ensure the efficient functioning of the office of the Senior Executive Manager;</p> <p>Assist the Senior Executive Manager with regard to meetings attended by her/him to enable the Senior Executive Manager to effectively execute her/his duties/responsibilities;</p> <p>Ensure the safekeeping of all documentation in the office of the Senior Executive Manager to be in line with the Archive Legislation;</p> <p>Handle travel arrangements for the Senior Executive Manager and assist her/him with</p> |

her/his personal matters to enable her to attend to her/his duties;

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

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

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

Accompany the Senior Executive Manager on some major visits to assist with administrative and logistical arrangements;

Serve as an entry point for all internal and external stakeholders who visit or call and manage the diary of the Senior Executive Manager;

Render an office support service to the Senior Executive 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 Executive Manager to improve service delivery;

**ENQUIRIES**

: Mr CJ Hendriks  
TELEPHONE: (051) 403-3173

**REFERENCE NUMBER**

: FSPT 027/07

**CLOSING DATE**

: 7 June 2007

**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 post 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.