



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 43/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF THE PREMIER

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: 23/05/2007

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

PROVINCIAL PLANNING, MONITORING AND RESEARCH

POST: PERSONAL ASSISTANT TO THE HEAD: PROVINCIAL PLANNING, MONITORING AND RESEARCH

SALARY: Level 7 (R 98 916 per annum)

CENTRE: Bloemfontein

REQUIREMENTS:

- An appropriate three year tertiary qualification and/or relevant experience in managerial support functions.
- Working knowledge of the functioning of a Management Office.
- Fully computer literate.
- Prepared to work overtime, under pressure and with tight deadlines
- Display an above average ability to communicate (written and verbal) on high-level ideas, issues to variety of audiences in tactful and influential manner

KEY RESPONSIBILITIES: The following will be expected of the successful candidate:

- Manage engagements of the Manager to improve service delivery.
- Implement administrative measures to ensure the efficient functioning of the office of the Manager.
- Assist the Manager with regard to meetings attended by him so as to enable the Manager to efficiently execute his duties/responsibilities.
- Ensure the safekeeping of all documentation in the Office of the Manager to be in line with the Archive Legislation.
- Handle travel arrangements for the Manager and assist him with his personal matters to enable him, to attend to his duties.
- Set up and maintain systems in the Office of the Manager that will contribute towards improving efficiency in the office.
- Compile and monitor the budget for the Manager to ensure the effective and efficient utilization of funds.
- Promote professional behavior and ethics in the Office of the Manager to enhance the image of the Public Service.
- Accompany the Manager on some major visits to assist with administrative and logistic arrangements
- Oversee the work of the subordinates of the Office of the Manager to ensure the co-ordination of activities, manage the performance of the incumbents and to address development needs.

REFERENCE NO: PA

ENQUIRIES: Mr. M.P. Mokalobe
Telephone number: (051) 403 3946

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resource Advice, Co-ordination and Management Directorate
P.O. Box 517
BLOEMFONTEIN
9300

or

Hand delivers to:
Brian Modise
Room 22, Groundfloor, Lebohang Building, Bloemfontein

CLOSING DATE: 8 June 2007

FREE STATE PROVINCE



DEPARTMENT OF THE PREMIER

Free State Department of the Premier 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.

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). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies.
- No e-mailed or faxed applications will be considered.
- 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.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check.
- Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.