



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 50/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

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

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

**DEPARTMENT OF THE PREMIER**

**DATE:**

2008/06/05

Human Resource Advice, Co-ordination and Management Directorate  
P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein  
Tel: (051) 405 4370 Fax: (051) 405 4707

[www.fs.gov.za](http://www.fs.gov.za)



PROVINCIAL GOVERNMENT: FREE STATE  
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST : SECRETARY  
(to the HEAD OF DEPARTMENT)

SALARY : R68 955 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Senior (or equivalent) certificate

RECOMMENDATIONS : Computer Literacy

DUTIES : ☐ Serve as an entry point for all internal and external  
Stakeholders who visit the office of the Head of Department Staff and ensure that appointments are co-ordinated to ensure effective diary management (in consultation with the Office Manager and the Personal Assistant).

☐ Render an office support service to the Head of Department, including typing of documents, sending faxes, making photocopies, processing S&T claims for the Head of Department, making reservations and bookings for the Head of Department, etc. To ensure the smooth functioning of the Office of the Head of Department

☐ Attend to the reception area of the Head of Department

☐ Provide refreshments to meetings chaired by the Head of Department as well as visitors of the Chief of Staff.

☐ Receive visitors to the Office of the Head of Department professionally and deal with all calls to and from the Office of the Head of Department

ENQUIRIES : Mr. M Mofokeng  
Tel : 051 405 5719

REFERENCE NR. : LGH2008/26

APPLICATIONS : (Attention: Ms. S. Phillips)  
Chief Directorate Corporate Services  
P.O. Box 211  
BLOEMFONTEIN  
9300

OR

Security Entrance Lebohang Building, C/O St.  
Andrew- and Markgraaff Streets, Bloemfontein

CLOSING DATE: 20 June 2008