



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 63/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

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


DEPARTMENT OF THE PREMIER

DATE: 10/7/2008

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



ASSET AND LIABILITY MANAGEMENT CHIEF DIRECTORATE

ASSET MANAGEMENT DIRECTORATE

POST	: PERSONAL ASSISTANT
SALARY	: R117 501 – R136 419 (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: Asset 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: Asset 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> <p>Handle travel arrangements for the Senior Manager and assist her/him with her/his personal matters to enable her/him to attend to her/his duties;</p>

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:
Asset Management to improve service delivery;

ENQUIRIES

: Mr MS Bogosi
TELEPHONE: (051) 405-5750

REFERENCE NUMBER

: FSPT 032/08

CLOSING DATE

: 28 July 2008

APPLICATIONS

: Attention: Ms. 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 (a transcript of results must be attached), 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.