

# **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 30/2010**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

## **ADVERTISEMENT OF POST: 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**

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DATE: 06/09/2010.....

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

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FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## DEPARTMENT OF TREASURY

**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). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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. 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.

**POST:** PERSONAL ASSISTANT  
**REFERENCE NO:** FSPT 030/10

**SALARY:** Salary level 7 – A basic salary of R 130 425 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

- An appropriate three year degree or diploma in Office Management or an appropriate equivalent qualification.
- Working knowledge of MS Word, Excel, Outlook and Powerpoint. Ability to handle/ deal with confidential matters will be an added advantage.

### **DUTIES:**

- Provides a secretarial/ receptionist support service to the Senior Manager
- Renders administrative support services.
- Provides support to Senior Manager regarding meetings.
- Supports the Senior Manager with the administration of the manager's budget.
- Scrutinize the relevant Public Service and departmental prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

### **ENQUIRIES:**

Ms. MG Tshitlho, Telephone number: 051 405 4268

### **APPLICATION FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:**

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. MS Ramangoaela, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms Ramangoaela in Room 426(b), Provincial Government Building, Bloemfontein.

**CLOSING DATE: 20 September 2010**