

**FREE STATE PROVINCIAL GOVERNMENT VACANCY
CIRCULAR 41/2010**

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



DEPARTMENT OF THE PREMIER

1
DATE: 08/10/2010

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Chr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



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 THE PREMIER

Directions to applicants: A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. 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, employee reference checks, criminal record check as well as vetting where necessary. 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. Applications from people with disabilities are welcomed.

POST : SECRETARY (OFFICE OF THE DDG: LEGAL SERVICES)
(REFERENCE: SEC:LEGAL)

SALARY : Level 5 – A basic salary of R87 978 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS:

Grade 12 plus applicable experience.

In addition, applicants must be fully computer literate with a working knowledge/understanding of MS Word, MS Excel and MS PowerPoint.

Good interpersonal, organizational, communication and typing skills are required.

Good telephone etiquette

Proof of Internship within the Free State Provincial Government.

RECOMMENDATION:

Serving Interns will be preferred.

KEY RESPONSIBILITIES:

It will be expected of the successful candidate to perform the following duties for the DDG: Legal Services.

- Provides a secretarial/receptionist support service to the DDG: Legal Services. This will, inter alia, entail the following:
 - Receive telephone calls and refers the calls to correct role players.
 - Records appointments and events in diary of the DDG: Legal Services.
 - Types documents for the DDG: Legal Services.
- Provides a clerical support service to the DDG: Legal Services. This will entail, inter alia, the following:
 - Liaise with travel agencies to make travel arrangements.
 - Arranges meetings and events for the DDG: Legal Services and the staff in the Unit.
 - Record basic minutes of the meetings of the DDG: Legal Services where required.
 - Drafts routine correspondence and reports.
 - Receives records and distributes all incoming and outgoing documents.

- Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the DDG: Legal Services.

ENQUIRIES: Ms. N. Te Brugge, Telephone number 051 4055489

APPLICATIONS FOR THE DEPARTMENT OF THE PREMIER:

Posted to: Ms. P. Norval, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or e-mail to: modiseb@premier.fs.gov.za or Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

CLOSING DATE: 22 OCTOBER 2010.