


FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 48/2010

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

DATE: 2010 / 11 / 11



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. 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 (2 POSTS):
OFFICE OF THE CHIEF FINANCIAL OFFICER (CFO) (1 POST)
OFFICE OF THE SENIOR MANAGER: BUDGET MANAGEMENT (1 POST)

REFERENCE NO: FSPT 047/10

PLEASE TAKE NOTE THAT ONLY ONE APPLICATION SHOULD BE SUBMITTED, AS THE SELECTION OF CANDIDATES FOR BOTH OF THE ABOVE-MENTIONED POSTS WILL BE CONDUCTED BY ONE SELECTION COMMITTEE, WHICH WILL DECIDE AT WHICH OFFICE THE SUCCESSFUL CANDIDATE WILL BE PLACED.

SALARY: Salary level 7 – A basic salary of R 140 208 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:

- Provide a secretarial/ receptionist support services to the CFO/ Senior Manager
- Render administrative support services.
- Provide support to the CFO/ Senior Manager regarding meetings.
- Support the CFO/ Senior Manager with the administration of the budget.
- Scrutinize the relevant Public Service and departmental prescripts/ policies and procedures applicable to his/her working environment to ensure efficient and effective support to the CFO/ Senior manager.

ENQUIRIES:

Mr. ATM Mabija (Office of the CFO), Telephone number: (051) 403 3456

Mr. J Ledibane (Budget Management Directorate), Telephone number: (051) 405 5094

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 Ramangoela, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms Ramangoela in Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 26 NOVEMBER 2010