



## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 23/2011

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

### ADVERTISEMENT OF POST: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Please find the amendment on FSPG Circular 20/2011 dated 9 June 2011. The previous advert of the post Secretary: Director Financial and Budget Management/Ref. No: COGTA 7/2011 be replaced with the attached advert.

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: 2011/06/10



# 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 COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**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:** SECRETARY: DIRECTOR FINANCIAL AND BUDGET MANAGEMENT

**REFERENCE NO:** COGTA 7/2011

**SALARY:** Salary level 5 – A basic salary of R 94 575 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

Senior (or equivalent) certificate with proven ability to apply knowledge and skills

**RECOMMENDATIONS** : Computer Literacy

### **DUTIES:**

- ❖ Serve as an entry point for all internal and external Stakeholders who visit the office of the Director, Financial and Budget Management and ensure that appointments are co-ordinated to ensure effective diary management.
- ❖ Render an office support service to the Director, including typing of documents, sending faxes, making photocopies, processing S&T claims for the Director, making reservations and bookings for the Director, etc. to ensure the smooth functioning of the Office of the Director.
- ❖ Attend to the reception area of the Director.
- ❖ Provide refreshments to meetings chaired by the Director as well as visitors to the office.
- ❖ Receive visitors to the Office of the Director professionally and deal with all calls to and from the Office of the Director

### **ENQUIRIES:**

Mr. C Aspeling

Telephone number: 051 405 4139

### **APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:**

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohag Building Bloemfontein

**CLOSING DATE: 24 June 2011**