

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Addressed to Head: Human Resource Management Directorate, Human Settlements. Private Bag 247, Bloemfontein 9300 or Applications that are hand delivered must be brought to the foyer of OR Tambo House, St. Andrews Street, Bloemfontein, where they must be placed in the appropriately marked box at Security on Ground Floor. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 01 October 2021 Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on a new Z.83 form of 2021, obtainable from DPSA website or any Public Service department and must be accompanied by copies of qualifications, 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. Attached documents need not be certified copies. 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. 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. 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.

OTHER POST

- POST 32/58** : **PERSONAL ASSISTANT REF NO: HS 41/2021: PA: DIRECTOR LEJWELETSWA (DISTRICT)**
- SALARY** : R257 508 per annum (Level 07), All-inclusive remunerative package consisting of basic salary
- CENTRE** : Lejweleputswa District (Welkom)
- REQUIREMENTS** : National Diploma / Bachelor's Degree in Secretarial, Public Administration or Office Management. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relations. A working knowledge of MS Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.
- DUTIES** : It will be expected of the successful candidate to ensure that the office of the Senior Manager functions effectively by planning, overseeing, coordinating and/ or performing the following functions; manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS member regarding engagements, compile realistic programmes of appointments and journeys, prioritize appointments and ensure that appointments are made. Implement administrative measures to ensure the efficient functioning of the office of the SMS member: ensure an efficient flow of information and documents to and from the Office of the SMS member, compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders, deal with enquiries received, internally and externally to the relevant stakeholders, keep record of documents, memoranda, etc., which are dealt with by the SMS member, stay updated with information from various media and to bring such information to the attention of the SMS member, arrange for the placements of items on the agenda of meetings chaired by the SMS member and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS member at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, render a secretarial function for committees chaired by the SMS member, assist the SMS member with regard to meetings attended by him/her so as to enable the SMS member to efficiently execute his/her duties/responsibilities. Ensure the safe-keeping of all documentation in the office of the SMS to be in line with the Archive Legislation: ensure the security of the office and documentation,

handle travel arrangements for the SMS member and assist her/his personal matters to enable her/him to attend to her/ his duties, set up and maintain systems in the Office of the SMS member that will contribute towards improving efficiency in the office, compile and monitor the budget for the SMS member's Office to ensure the effective utilization of funds, promote professional behaviour and ethics in the Office of the SMS member to enhance the image of the Public Service, accompany the SMS on some major visits to assist with administrative and logistics arrangements, serve as an entry point for all internal and external stakeholders who visit or call the office and manage the diary of the Senior Manager and referring others to the appropriate components for action and follow-up on issues on behalf of the Senior Manger to ensure that matters are dealt with effectively, render an office support service to the Senior Manager including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly, ensure that guests in the office of the Senior Manger are received in such a manner that the professional image of the office is enhanced, execute the functions of a Chief User Clerk to ensure that the procurement needs of the Senior Manager's Office is met and render a support service.

ENQUIRIES

:

Mr. P Soke Tel No: 051 403 3802