

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

APPLICATIONS : Applications for the Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

CLOSING DATE : 28 October 2022

NOTE : Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POST

POST 39/202 : **PERSONAL ASSISTANT REF NO: PWI 22/15**
Office Of The DDG : EPWP, Works and Immovable Asset Management

SALARY : R321 543 per annum (Level 08), (a basic salary)

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate three-year National Diploma/Degree or equivalent three-year qualification augmented with administrative experience. Knowledge and practical application of Microsoft package i.e. Word, Excel, PowerPoint, etc. Proven ability to apply knowledge and skills. 3 years' experience in a secretarial or administrative related environment. Computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and keep confidential matters as such. Ability to work under pressure. Time management skills. Flexibility to work irregular hours. A valid driver's licence will be an added advantage.

DUTIES : Implement administrative measures to ensure the efficient functioning of the office of the Deputy Director General. Operate office equipment like photocopiers. Handle procurement of standard items such as stationery. Develop and maintain an accessible and user-friendly filing system. Manage appointment schedule and diary of the Deputy Director General. Ensure an efficient flow of information and documents to and from the office of the Deputy

Director General. Compile and distribute confidential documents and general correspondence to relevant stakeholders. Take minutes during meetings and follow up on resolutions. Scrutinizes routine submissions/reports and monitor them. Deal with enquiries received, internally and externally to the relevant stakeholders and keep record of documents, memoranda, etc. which are dealt with by the Deputy Director General. Ensure the safe-keeping of all documentation in the office to be in line with the Archive Legislation. Handle travel arrangements for the Deputy Director General and assist him with his personal matters to enable him, to attend to his duties. Set up and maintain systems in the office that will contribute towards improving efficiency in the office. Compile and monitor the budget for the office to ensure the effective and efficient utilization of funds.

ENQUIRIES

: Mr S Diakos Tel No: 051-492 3811