

<u>DUTIES</u>	:	To Manage the engagement of the Chief Financial Officer to ensure attendance of Chief Financial Officer at all relevant/prioritized meetings To compile all necessary documents for the Chief Financial Officer in terms of the meetings to be attend and to sensitize him/her on the contents thereof Correctly classify documents and ensure the safe-keeping thereof, ensure an efficient flow of information and documents to and from the office of the Chief Financial Officer To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. To attend meetings with Chief Financial Officer with the purpose of minuting resolutions and interaction with role-players to ensure implementation of such resolutions. To act as secretariat for meetings scheduled by Chief Financial Officer which include preparation of relevant correspondence in connection with this engagement. To record decision and to communicate it, with the purpose of execution, to role-players, to follow-up on progress made and to prepare briefing notes to the Chief Financial Officer to deal with enquiries received, internally and externally to the relevant stakeholders
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209 recruit.si@sacr.fs.gov.za
<u>POST 14/126</u>	:	<u>ADMINISTRATION OFFICER (OFFICE HEAD OF DEPARTMENT (REF NO 1100/9)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7) A basic salary Bloemfontein An appropriate NQF 6 qualification with proven ability to apply knowledge and skills, or equivalent. 3 -4 years' public sector experience will be an advantage Knowledge of basic Personnel administration, BAS, Treasury Regulations. Financial Regulations Valid Driver's license.
<u>DUTIES</u>	:	Record, organise, capture and retrieve correspondence and data (line function). Distribute documents/packages to various stakeholders as required. Keep and maintain incoming and outgoing register of the component. Collect/receive of any information for consolidation and reporting. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Maintain leave register of the component. Arrange travelling and accommodation for officials with office of the Head of Department. Capture and update expenditure report within Office of the Head of Department. Check correctness of subsistence and travel claims of officials within office of the Head of department and acquire approval for these claims Keep and maintain personal records in the component. Responsible for staff supervision
<u>ENQUIRIES APPLICATION</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209 recruit.si@sacr.fs.gov.za
<u>POST 14/127</u>	:	<u>MUSEUM OFFICER (REF NO 2254 / 6)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321.per annum (Level 5) A basic salary Transgariep Museum (Phillipolis) Senior Certificate or equivalent qualification. Computer Literacy Basic experience as receptionist tour guide or museum related work and/or valid driver's licence will be an advantage
<u>DUTIES</u>	:	Render and effective frontline service in the museum by welcoming the tourist and visitors, provide guidance to them in and around the museum by sharing information related to the museum. Responsible for basic museum collection administration, relating to artefacts, displays and other items in the museum. Responsible for safety and neatness of museum building and displays. Responsible for management of assets and human resources Perform administrative task link to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tlaleng Modupe Tel No 066 479 1443 recruit.bt@sacr.fs.gov.za
<u>POST 14/128</u>	:	<u>CLEANER (REF NO 3800 / 7)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 2) A basic salary Bloemfontein (Library Services)

<u>REQUIREMENTS</u>	:	ABET qualification Capacity to operate cleaning equipment and knowledge how to use cleaning product and methods Ability to carry out instruction mostly repetitive/ routine nature received from supervisor
<u>DUTIES</u>	:	Responsible for a clean and hygienic environment by cleaning offices, corridors, elevators, boardrooms, kitchens and restrooms. (Cleaning duties entails for example dusting. Sweeping, vacuum of carpets, empty and clean dustbins, wash crockery, prepare boardroom for meeting. By cleaning it, place water and crockery before meeting commence Effective use of cleaning material and equipment, care thereof, requesting supplies in time and report on defaults immediately.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 066 479 1247
<u>APPLICATIONS</u>	:	recruit.ly@sacr.fs.gov.za