

Executive Assistance to the CEO

Salary: R 479 641,82 per annum. (All Inclusive Package)

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority needs to employ a suitably qualified. The successful candidate Executive Assistance to the CEO will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO, Accounting Authority and Executive Team and managing the organization's office operations.

Duties and responsibilities:

1. Operational Support (30%)

- Maintain the CEO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, telephone screening and travel arrangements.
- Organise, co-ordinate and take minutes for internal and external meetings, workshops, and conferences.
- Maintain customer confidence and protect operations by keeping information confidential.
- Conduct research on subject of interest to assist the CEO in preparation of the required material and or reports.
- Perform operational tasks based on set action plans and ensure task execution between the office of the CEO and the Accounting Authority.

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

- Attend and prioritise on incoming matters and concerns addressed to the CEO, including those of a sensitive or confidential nature to determine appropriate course of action, referral, or response.
- Provide a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.

2. Office Management and Administration (30%)

- Perform all administrative matters in a professional, thorough, and accurate manner to ensure the efficient and smooth running of the CEO's office.
- Draft and produce correspondence, comprehensive reports both standard and ad-hoc with minimal supervision ensuring both quality and accuracy; and follow up on resolutions taken.
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies and verifying receipt of supplies.
- Comply with data protection legislation, manage PSETA documents and archive (both electronic and hard copy), archiving or disposal of documents when appropriate.
- Prioritise conflicting needs; handles matters expeditiously, proactively, and follow-through on tasks to successful completion, often with deadline pressures.
- Assist with the review and revision of supporting documentation being used in processes which directly affect the office of the CEO.

3. Financial and Cost Control (15%)

- Obtain costing information to assist CEO in preparation of the budgeting and forecasting process.

- Facilitate and Identify procurement needs and complete the necessary documentation for approval and ensure compliance to procedures and legislation.
- Checks monthly projections to ensure correctness of allocations.
- Monitors spend during the year to prevent overspend on allocated budget.
- Investigates anomalies and rectifies as directed by the CEO.

4. Stakeholder Management (20%)

- Build relationships that are crucial to the success of the organization between the Accounting Authority and the CEO.
- Act as a liaison with the external key stakeholder relationships for the CEO offices, on matters from the Executive team and organisation to ensure clear and directive communication.
- Liaise with personnel, visitors (international and local), assist where needed, and attend to matters in a professional manner to ensure integrity of the CEO's office and PSETA.
- Liaise with relevant personnel to obtain information and the required documentation where required by the CEO's office.
- Establish and maintain good relationships between the Office of the CEO, internal personnel, and external service providers.

Requirements:

- Diploma in Office Management / Business Management or equivalent (NQF 6)
- Advanced Diploma or Degree in Office Management / Business Management (NQF 6/7) advantageous
- A minimum of 5 years' experience as Personal Assistant to the CEO or Executive
- Experience and interest in internal and external communications.

- Knowledge of office management principles, methods, and procedures.
- Knowledge of principles and methods of public and business administration to manage office procedures.
- Knowledge of archiving techniques and records Management.
- Corporate Governance
- Ability to communicate and explain information, processes, timeframes and deadlines
- Advanced Computer Literacy (MS Office)
- Discretion and trustworthiness
- Flexibility and adaptability
- Good oral and written communication skills
- Organisational skills and the ability to multitask
- The ability to be proactive and take the initiative
- Tact and diplomacy
- Relationship Building
- Interpersonal Skills

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Resource Department via e-mail to recruitment@pseta.org.za.

PLEASE NOTE:



30 March 2022

Closing Date: 21 April 2022

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele - **Call: 012 423 5700**

Designated groups are encouraged to apply (Youth, Women and People with disabilities)

Recommended candidates will be subjected to security vetting and financial disclosure.

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**