

PERSONAL ASSISTANT TO THE CHIEF OPERATIONS OFFICER

Salary: R524 540.58 per annum plus benefits

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

The Public Service Sector Education and Training Authority seeks to appoint a competent, suitably qualified, and experienced Personal Assistant to the Chief Operations Officer. The successful candidate will be based in the PSETA Offices in Hillcrest, Pretoria.

Job profile:

To provide strategic administrative and executive support to the Chief Operating Officer (COO), including coordinating operational activities, managing high-level stakeholder engagement, consolidating reports, and ensuring the effective functioning of the COO's office.

Duties and responsibilities:

- Organises, co-ordinates and takes minutes for internal as well as external meetings, workshops and conferences for the COO and produces comprehensive reports and follow-up on resolutions.
- Manages the COO's diary and travel arrangements.
- Assists in all administrative matters to ensure the efficient and smooth running of the COO's office.
- Conducts research for the COO as and when required.
- Consolidation of monthly and quarterly reports
- Support procurement processes through coordination and documentation in line with organisational policies.
- Types correspondence and composes routine letters, reports, and other confidential documentation.
- Maintain effective document management and record-keeping systems.
- Order stationery and consumables.
- Maintains effective working relationships with customers (both internal and external) towards rendering the highest quality of services.
- Serve as a key liaison between the Office of the COO and internal and external stakeholders

- Answers to the general information requested by personnel where possible.
- Exercises initiatives to enhance the administration of the office of the COO.
- Ensure the efficient administration of the COO's office and proactively identify process improvements
- In addition to these typical duties, may perform other duties as assigned and required.

Requirements:

- A minimum certificate in Office or Business Administration or related fields (NQF 5).
- A minimum of 3 years' experience as a Personal Assistant or Executive Assistant or in an administrative role.
- Valid Driver's Licence (Code B).
- Proficiency in MS Office
- Report writing and consolidation
- Stakeholder management at executive level
- Confidentiality and discretion
- Understanding of public sector governance (advantageous)
- Time Management
- Teamwork
- Interpersonal Relations and Skills
- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility

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

Please note: Closing Date: 23 July 2026

Enquiries: Ms Phuti Phosa - **Call: 012 423 5700**

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

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 the closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Please note that this is an employment equity position. All applicants are considered; however, preference will be given to people living with disabilities and designated groups.

Shivanthini

Nagalingam-Potter

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