

EXECUTIVE ASSISTANT TO THE CSE AND CFO ADVERT

SALARY R375 981 – R442 331 PER ANNUM

Brief Overview of the Role

To provide a high level, confidential, efficient and professional administrative support service to the executive by:

1. Providing effective calendar management for the executive.
2. Working closely with the executive to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
3. Anticipating the executives needs in advance of meetings, conferences, etc.
4. Completing a broad variety of administrative tasks that facilitate the executive's ability to effectively lead the organisation, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and external stakeholders; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and travel reports.
5. Provide clerical and administrative support to the executive.

1. Key Responsibilities

1. Administrative Assistance
2. Schedule and Calendar Management
3. Meeting Preparation and Planning
4. Records and Information Management
5. Cost Control and Expense Reconciliation
6. Business Partnering
7. Stakeholder Management
8. Board Secretariat Support
9. Teamwork and Self-Management

2. Requirements of the Role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	Diploma in Office Administration/ Administrative Management or equivalent (NQF level 6)	<ul style="list-style-type: none"> • Advanced Diploma or equivalent (NQF level
Experience:	5 to 7 years' experience in all aspects of supporting a senior person	Experience in a SETA environment

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Training:	1. Advanced Computer Literacy (MS Office package)	Board Governance processes
Professional certification and membership of professional bodies	Not applicable	

3. Competency Requirements

Competency Requirements	
EWSETA PREREQUISITE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Operational Decision Making ▪ Initiating Action ▪ Planning and Organising ▪ Communicating with Impact
EWSETA CORE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Stakeholder orientation ▪ Building collaborative working relationships ▪ Driving for results ▪ Continuous learning ▪ Quality Orientation ▪ Demonstrating personal integrity
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Calendar and Schedule management ▪ Travel arrangements ▪ E-Mail Monitoring/Organisation ▪ Reporting Systems/Processes ▪ EWSETA and Governance Structure ▪ Meeting Execution
SKILLS (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritise work ▪ Excellent communication skills, both verbal and written ▪ Demonstrated writing and analytical skills ▪ Excellent organizational skills ▪ Ability to access a wide range of sources and networks for information

Competency Requirements	
	<ul style="list-style-type: none"> ▪ Good judgment and ability to function independently ▪ Ability to manage up ▪ Ability to handle sensitive and confidential situations with diplomacy ▪ Highly experienced in electronic communications ▪ Self/Time Management ▪ Negotiating/influencing skills ▪ Control/Monitor
ATTRIBUTES (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Commitment to accuracy and attention to detail Ethical conduct ▪ Dependability ▪ Professional Demeanour ▪ Assertive ▪ Initiative ▪ Tolerant of Pressure Situations ▪ Resilient ▪ Proactive ▪ Deadline driven ▪ Able to interact at all levels of the organisation

4. Application Process

Please see attached the full detailed Job Description for the role of the Executive Assistant. CVs and Certified Qualifications of suitably qualified persons must be forwarded to newrecruitment@ewseta.org.za by no later than the Close of Business 26 November 2024 (i.e. by 16:30 p.m.). Enquiries may be directed to the HR Manager at 010 109 3250 or Mthenjwa Radebe at mthenjwar@ewseta.org.za. Applications received after the closing date will not be considered.

Correspondence will be limited to shortlisted candidates. EWSETA reserves the right not to make an appointment/s for the advertised post.

Appointment will be made in line with the EWSETA Employment Equity targets, position open only to South African Citizens.

NB: Please use the name of the position on the subject line of your application email.