

Job Title:	Personal Assistant for the Office of the CEO – Permanent
Organisation:	NEMISA
Department:	Office of the CEO
Location:	Gauteng
Salary Range:	Level 7 (328 295.00)
Upward Reporting Relationships:	CEO
Reference Number:	NEM-25/06/2018/PA

MAIN PURPOSE OF JOB

To provide personal assistance and administrative support to ensure the effective and efficient running of the CEO's office, as well as provide administrative support to the legal and Risk Management team.

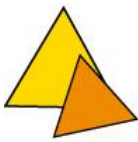
JOB OBJECTIVES

- Manage the diary and calendar of the CEO
- Receive and distribute correspondence to relevant stakeholders
- Attend to mail inbox and reply as required
- Ensure effective maintenance of the CEO's office space
- Prepare and type requested documentation and correspondence
- Compile and consolidate reports
- Receive and distribute documents
- Track tasks and follow-up on reports for submissions
- Edit and quality checking of documents
- Arrange parking for CEO and visiting individuals when required
- Coordinate all travel and accommodation arrangements for the CEO and Legal and Risk Management unit
- Prepare meeting packs and documents as required
- Ensure accurate recording and distribution of minutes
- Timely distribution of pre-meeting and post-meeting information and documents
- Ensure that all meeting records are updated and archived accordingly
- Coordinate the purchasing of refreshments for the office and clients as needed in line with the Institute's policies and procedures
- Attend to meeting logistics (catering, venue arrangements invitations)
- Provide professional client liaison and public relations service to all stakeholders
- Screen calls and emails as to their relevance and provide assistance if possible or re-direct to relevant person
- Ensure that all relevant reports are distributed to internal and external stakeholders as required

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Phuti Phukubje and Mr Lucas Mello
Executive Directors: Ms Mymoena Ismail (CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



- Effectively manage stakeholder relationships as front for the CEO
- Coordinate the ordering of office stationary and consumables in line with the Institute's policies and procedures
- Manage/monitor expenditure within the business unit
- Prepare memos/submissions for the CEO
- Coordinate all participants attending meetings/ events
- Facilitate inputs and prepare agendas for meetings
- Take accurate minutes of meetings and distribute them to relevant stakeholders when required.

Education: Formal Qualifications

Level of Education:

- Grade 12 plus Secretarial Diploma or Equivalent
- 5+ years' experience in executive secretarial role

Job related Knowledge

Job related knowledge is typically gained through formal or informal training programs (this exclude programs through which Forma Qualification are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Logistical coordination and travel arrangements
- Event planning
- Managing stakeholder relations and dealing with Public Service officials
- Office management principles, methods and procedures
- Sorting and filing techniques and records retention
- Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free
- Knowledge of internet search functions to locate required information

Job related Skills

Job-related skills are typically gained through formal or informal training programs. (This exclude programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure.

- Computer literate (MS Office)
- Report Writing
- Personable with excellent verbal and written communication skills
- Effective time management

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: Recruitment@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: 29 June 2018 (16:00pm)



We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.