

Executive Assistant:

Office of the Principal Officer

Ref: GEMS0137



The position of **Executive Assistant** is vacant. The **Executive Assistant** will report directly to the **Principal Officer** and administratively to the Senior Manager: OPO and forms part of the Office of the Principal Officer (OPO). The position is based in Head Office.

The total remuneration package for this position is R341 664 per annum (cost to company) negotiable based on qualifications and experience.

The **Executive Assistant** will be required to provide support to the Principal Officer through the implementation of the following **Key Performance Areas (KPA's)**:

- Diary management for conferences, meetings and events, with specific forums, board and committee meetings.
- Attend to logistics of meetings in respect of venues, catering, equipment, procurement, etc.
- Attend to the Senior Manager and Principal Officer's travel and accommodation arrangement.
- Manage protocol matters between the Office of the Principal Officer with the Government departments and key stakeholders.
- Act as a frontline and link for the Office of the Principal Officer, Government departments and all key stakeholders.
- Ensure the development and management of communication, including content quality assurance.
- Ensure that staff are involved in strategic projects, understand the value thereof and are committed to the genuine participation of stakeholders.
- Develop, maintain and review administration systems to achieve maximum efficiency.
- Maintain the Principal Officer Complaints log and ensure complaints are responded to within the applicable framework.
- Ensure the Processing of the Office of the Principal Officer accounts, track payments and budget spend.
- Review weekly, monthly and quarterly reports (including special projects).
- Prepare presentations and reports for the Principal Officer as required.

Qualification, skills and competencies requirements are:

- Must have matric with National Diploma or Advanced certificates.
- Strong work tenure with at least 5 years' experience in a supportive Executive Personal Assistant role.
- Experience and interest in internal and external communications.
- Good knowledge of database systems and processes.
- Clear understanding of confidentiality.
- Proficient in Microsoft Office (Outlook, Word, Excel, Power Point, Accounting Package, Adobe Acrobat and Social Media web platforms).
- Excellent letter writing and organisational skills.
- High level of project management skills.
- Ability to work under pressure to agreed deadlines and adaptable to change.
- Attention to detail to ensure high quality work levels within the Office of the Principal Officer.
- To work in a flexible manner including out of hours (including travelling) as and when required.
- Excellent written English and the ability to communicate at all levels.

Should you be interested, please apply by emailing your Word format CV to adresponse105@fempower.co.za.

The closing date for applications is 08 December 2017. Should you not hear from us by 31 January 2018, please consider your application unsuccessful.

GEMS employs people with the highest level of integrity – submission to the appropriate pre-employment assessment is obligatory to be considered for the position.