

INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: OFFICE OF THE CFO 25 May 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCFO: 21/2021	PERSONAL ASSISTANT ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R331 165.00 – R496 747.00	1

MICT SETA seeks to employ a Personal Assistant who is efficient and competent at all times as they ensure that the CFO's office runs professionally and efficiently through a commitment to excellence in all tasks; ensure that any activity executed is professionally completed in a proactive manner. The position is to help the CFO with the running of all aspects of her office, below are some of the detailed Functions but these do not necessarily include all Functions expected by a Personal Assistant in this position. The successful incumbent will be based at the Midrand Office.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- An advanced Certificate in Secretarial / Administration or equivalent
- At least 2 years' experience in an Executive Secretarial Role
- Knowledge and understanding of company policies and procedures

TECHNICAL COMPETENCIES

- Prioritising
- Business English
- Communication
- Logical Thinking
- Coordination

BEHAVIORAL COMPETENCIES

- Professionalism
- Efficiency
- Flexibility
- Attention to Detail
- Confidentiality

Board Members: Simphiwe Thobela ([Chairperson](#)), Matome Madibana([Acting CEO](#)), Lesiba Langa, Loyiso Tyira, Mack Mamorobela, Marilyn Radebe, Morwesi Ramonyai, Ntombikayise Khumalo, Portia Mngomezulu, Sipho Zwane, Solomon Xaba, Thabisa Faye, Thabo Mofokeng, Viwe James

[T] (011) 207 2600 **[A]** Block 2, level 3 West Gallagher House, Gallagher Convention Centre, 19 Richards Drive, Midrand | P.O. Box 5585 Halfway House, 1685

ROLES AND RESPONSIBILITIES

Diary Management and Meeting Coordination

- Manages the diary with guidance From the CFO by diarising and scheduling meetings promptly and correctly.
- Records meetings on electronic calendar to allow for viewing by the CFO.
- Prepares required documentation for scheduled meetings accurately and timeously.
- Meets and greets CFO's visitors on arrival at MICTSETA to escort them through to the Office / Boardroom.
- Schedules CFO's meetings, drafts meeting agendas, secures boardrooms, arranges refreshments, records and distributes meeting minutes.
- Follows up on action items from meetings to ensure completion within stipulated deadlines.
- Coordinates logistical arrangements for the CFO in line with procurement process.
- Prepares itinerary that includes details regarding dates, travelling times, maps / directions, addresses, phone numbers, e-mail addresses, parking and contact persons.
- Checks travel plans a few days prior to departure to ensure all is in order.
- Submits approved travelling claims for payment upon the CFO's return for purposes of re-imbursement.

Secretarial Support

- Types business letters, memorandums and general correspondence for internal and external purposes.
- Quality checks all typed documents for accuracy, correctness and validity before forwarding to the CFO.
- Proof reads documents from the Office of the CFO prior to distribution to confirm adherence to corporate identity.
- Manages the content of emails and follows up on urgent emails to ensure they are actioned accordingly by the CFO.
- Manages documents tracker to ensure that all correspondence (physical and electronic) are attended to within the stipulated timelines.
- Screens telephone calls to prevent unnecessary interruptions.
- Correctly records and relays messages promptly to the CFO.
- Sources content for presentations and liaises with the Service Provider on layout.
- Addresses queries from stakeholders and / or channels queries to correct role players.
- Ensures implementation of instructions and communications by the CFO.
- Acts as the Point of contact for Auditors within the CFO's office to ensure smooth audit process.
- Ensures adherence to protocols in the CFO's office to maintain a professional image.

Preparation of Board Packs

- Assists with preparing meeting packs for Board and Committee meetings.
- Assists with collating information for preparation of Board and Committee agendas.
- Coordinates responses to routine Board and Committee correspondence.
- Uploads Board and Committee information onto system and requests authorisation for information to go live.

Office Support

- Maintains an effective filing (physical and electronic) system for ease of tracking and retrieval of documents.
- Develops a database of contacts and updates regularly to ensure current information.
- Develops good working relations with relevant personnel for ease of execution of duties.

- Ensures that classified and confidential documents are kept safely.

Administration of Division Scorecards

- Ensures that all direct reports of the CFO have scorecards in place.
- Coordinates the goal setting process between the CFO and direct reports.
- Ensures scorecards of direct reports are signed and Filed For easy reference.
- Ensures quarterly reviews take place and assessment sheets are signed and Filed.
- Follows up on action items in relation to performance improvement for direct reports.
- Tracks performance progress of direct reports in relation to the overall goals on the scorecard of the CFO.

Application:

CVs and certified qualifications of suitably qualified persons must be Forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **07 June 2021**. Queries may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.