



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: OFFICE OF THE CEO 09 June 2022		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCEO: 14/2022	PERSONAL ASSISTANT TO THE CEO ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R352 698.00 – R526 552.00	1

MICT SETA seeks to employ a Personal Assistant who is efficient and competent at all times as they ensure that the CEO'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 CEO with the running of all aspects of the office, below are some of the detailed functions but these do not necessarily include all functions expected from a Personal Assistant in this position. The successful incumbent will be based at the Midrand Office and Report to **Manager: Office of the CEO**. 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
- Business Administration degree would be advantageous
- At least 1 year's experience in an Executive Secretarial/Administrative Role
- Knowledge and understanding of SETA company policies and procedures

TECHNICAL COMPETENCIES

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

BEHAVIORAL COMPETENCIES

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

ROLES AND RESPONSIBILITIES

Board Members: Simphiwe Thobela (Chairperson), Matome Madibana (Chief Executive Officer), Lesiba Langa, Loyiso Tyira, Nozibele Mlambo, Ntombikayise Khumalo, Sipho Zwane, Tebogo Mamarobela, Thabisa Faye, Thabo Mofokeng, Viwe James

Diary Management and Meeting Coordination

- Manages the diary with guidance from the CEO by diarising and scheduling meetings promptly and correctly.
- Records meetings on electronic calendar to allow for viewing by the CEO.
- Prepares required documentation for scheduled meetings accurately and timeously.
- Meets and greets CEO's visitors on arrival at MICTSETA to escort them through to the Office / Boardroom.
- Schedules CEO'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 CEO 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 and confirms travel plans a few days prior to departure to ensure all is in order.
- Scheduling and managing of Stakeholder engagements requests and sessions once a month

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 CEO.
- Proof reads documents from the Office of the CEO 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 CEO.
- 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 CEO.
- 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 CEO.
- Acts as the Point of contact for Auditors within the CEO's office to ensure smooth audit process.
- Ensures adherence to protocols in the CEO's office to maintain a professional image.
- Submits approved travelling claims for payment upon the CEO's return for purposes of re-imburement.
- Manage access control to CEO's office

Preparation of Exco, Board & Sub Committees 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.
- Keep track of governance, risk, finance and management related matters during the month for the CEO reporting to the Executive Committee

- Ensuring all submissions to relevant committees are signed by CEO prior submission to BSO

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 performance contracts

- Ensures that all direct reports of the CEO have performance agreements in place.
- Coordinates the goal setting/performance contracting process between the CEO and direct reports.
- Ensures performance agreements of direct reports are signed and filed for easy reference.
- Ensures bi-annual 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 performance agreement of the CEO.
- Ensures all performance agreements and contracts for all direct reports are up to date

Application:

CVs and certified copies of qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **20 June 2022**. Enquiries may be directed to 011-207-2627. Should candidates not hear from us thirty (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 encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.