



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: CORE DIVISIONS 18 January 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LPD: 02/2024	PERSONAL ASSISTANT: CORE (Re-Advertisement) ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R406 000.00 – R549 400.00	1

MICT SETA seeks to employ a suitably qualified and competent **Personal Assistant: Core** to provide high level executive support to the Senior Managers to ensure the effective and efficient running of the office and to assist in providing key support to the MICT SETA in the execution of the overall strategy.

The successful incumbent will be based at Head Office, in Midrand and will report to the **Senior Manager LP, ETQA and SSP**.

MINIMUM REQUIREMENTS:

- Matric/Grade 12 plus National Diploma (NQF 6) or Degree in Business Administration or equivalent
- Minimum five (5) years' experience in an executive assistant role.
- Previous SETA experience will serve as an added advantage.
- Knowledge of the Skills Development Act
- Knowledge of Microsoft Office Packages
- Knowledge of Basic accounting principles
- Knowledge of the PFMA will serve as an added advantage.
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- Valid driver's License

ROLES AND RESPONSIBILITIES

Executive Office Support

- Complete a broad variety of administrative tasks for the Senior Manager including managing the active calendar of appointments, completing expense reports.
- Provide "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Senior Manager's time and office.
- Communicate directly, and on behalf of the Senior Manager, with Board members, employees, and others, on matters related to Office.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Senior Manager.
- Determine appropriate course of action, referral, or response.
- Provide a bridge for smooth communication between the office and internal departments demonstrating leadership to maintain credibility, trust and support with senior management staff.

- Work closely and effectively with the Senior Manager to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- To conduct research/ analysis as directed.
- To coordinate departmental reports and documentation for the Board meetings and other meetings with outside partners.
- Ensure that the division adheres to all organisational deadlines.
- Assist with the submission of mandatory reports and information.
- Prepare reports by collecting information for the Senior Manager.
- Co-ordinate and compile the Division's monthly and quarterly reports. Edits and proofreads reports and presentations.
- Track commitments, report deadlines and manage follow-ups.

Administrative Support

- Ensure general secretarial work including typing, answering telephones, managing diaries, appointments and arranging meetings.
- Receive and send correspondence on behalf of the Office.
- Proactively coordinate the pre-planning of trips, including arranging appropriate travel and accommodations, agendas, necessary contacts, itineraries, visas, marketing materials and other necessary preparations.
- Draft and type letters, reports, memos and ensure that all documents are formatted to professional standard.
- Schedule and coordinate Committee meetings and coordinate the necessary documentations and meeting packs.
- Compile, transcribe, and distribute minutes of meetings when required.
- Oversee logistics and preparation of materials for meetings.
- Attend and minute proceedings of meetings as directed by the Executive.
- Follow up on departmental meeting outcomes, (e.g., resolutions, deliverables, and actions) Follow up on departmental meeting outcomes, (e.g., resolutions, deliverables, and actions)

Risk & Compliance

- Prepare file samples for audit process.
- Prepares sample for audit purposes for current financial year by printing documentation off the system.
- Ensures that all documentation is contained in sample as per audit requirements.
- Ensure adherence to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

Customer & Client Relations

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the office.
- Promptly attentively respond to customer requests within established parameters and time frames.
- Assess or check with customer to ensure solution meets request.
- Receive clients, stakeholders, and guests on behalf of the office.
- Obtain and serve refreshments as required.
- Arrange functions on behalf of the office.

Financial Administration

- Support budgeting and bookkeeping procedures.

- Ensure Supply Chain management process are followed when making the necessary travel arrangements, including flights, accommodation, hire cars, etc. for the Division.
- Prepare quotations, requisitions and receipting on for Goods and Services received and ensure invoices are paid on time.
- Assist in reduction of wasteful expenditure by assisting the Senior Manager in ensuring that all minor work done by subcontractors is executed.

SYSTEM SKILLS:

- Microsoft Office Suite – Intermediate

VALUES:

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

BEHAVIOURAL:

- Decision making & problem solving
- Ability to work under pressure
- Interpersonal relations
- Team Player
- Confidentiality
- Ability to multi task
- Attention to detail and accuracy
- Listening
- Initiative

FUNCTIONAL:

- Communication (verbal and written)
- Time management
- Administration
- Planning and organising
- Basic accounting principles
- Minute taking
- Report Writing
- Diary Management
- Records Management
- Information Management

Application:

CVs and 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 **27 January 2024**. 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. **Candidates who previously applied need to re-apply.**



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

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)

