

EXECUTIVE PA TO THE CEO

ROLE PROFILE: EXECUTIVE PA

JOB IDENTIFICATION			
Job Title:		Executive PA	
Job Grade		Patterson JG C1	
Department:		Executive Office	
Date Reviewed:		10 February 2017	
Location:		INSETA Head Office, Parktown, Johannesburg	
Reporting Line:		CEO	
Full-time/Part-time/Contract:		PERMANENT	
PURPOSE OF THE JOB			
To provide an efficient support service to the CEO by providing office/secretarial support and controlling the diary and activities of the CEO.			
Responsibility:	Secretarial Support		Time Split:
<ul style="list-style-type: none">Oversees CEO's initiated events and functions plus logistical arrangementsAppraises CEO of issues through the mail, website and call centreAssists the CEO with briefing notes, memoranda and reports for Council and managementManages, co-ordinates and responds to all communication and enquiries dictated to the CEOScreening calls and/or route queries to relevant people;Proactively managing the CEO's diary on a daily, weekly, monthly and quarterly basis to			

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ACTING CEO: T. Peele

ensure efficiency;			
<ul style="list-style-type: none">Proactively managing the CEO's diary on a daily, weekly, monthly and quarterly basis to ensure efficiency;Minutes-taking at meetings when required;Receiving guests for the CEO;Drawing relevant files in preparation for meetings and engagements;Follow up and liaise with the CEO's direct reports on operational matters			
Responsibility:	Admin/Logistical		Time Split:
<ul style="list-style-type: none">Responsible for the design and maintenance of a document management system in the CEO's officeCo-ordinates the flow of tasks and assignments between the CEO, management and service providersCompiles, manages and monitors the budget of the CEO's officePerforms daily admin functions as delegated by the CEOManages travel and accommodation for CEO and Board MembersResponsible for board remuneration administrationCo-ordinates relevant projectsConducts relevant research			
REQUIRED QUALIFICATION			
Matric			

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Relevant Diploma or Advanced certificate at NQF level 6.
REQUIRED TECHNICAL / LEGAL CERTIFICATION
None
REQUIRED EXPERIENCE
General secretarial duties (6 years plus) Office admin duties (4 years) PA at Executive level (3 years)
REQUIRED SKILLS
<u>DESCRIPTION</u>
<ul style="list-style-type: none"> • exceptional written and oral communication skills; • excellent word processing and IT skills, including knowledge of a range of software packages; • ability to work under pressure and to tight deadlines; • good organisational and time management skills; • ability to research, digest, analyse and present material clearly and concisely; • excellent interpersonal skills; • ability to work on your own initiative; • honesty and reliability; • attention to detail; • flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines; • discretion and an understanding of confidentiality issues.
REQUIRED ATTRIBUTES

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<u>COMPETENCY</u>	<u>DESCRIPTION</u>
Computer Skills	Advanced computer skills, include power point presentation and high level of written and verbal communication. A working knowledge of social media networking
Administrative	The ability to perform the administrative functions attached to a specific job such as correspondence, documentation management and general administration
Communication	The ability to communicate effectively and efficiently at all levels in the organisation
Interpersonal	The ability to interact with people at all levels in the organisation. It is important that the incumbent maintains professional relationships with all levels of stakeholders
Attention to Detail / Detail Focused	The ability to attend to finite detail whilst executing outputs to ensure the quality of service delivery
Patience	The ability to listen and be empathetic to the needs and requirements of others
Pro-active	The ability to forecast occurrences and implement the necessary actions to overcome the occurrence
OTHER SPECIAL REQUIREMENTS	
<ul style="list-style-type: none"> The ability to interpret legal structures into practical applications. The ability to understand the core challenges facing the insurance industry Deep understanding of the core elements of skill and education development 	
DECISION MAKING	
<ul style="list-style-type: none"> The ability to make decisions which integrate both the input of internal and external stakeholders 	
ACCOUNTABILITY	

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INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please email your **CV** to vacancies@inseta.org.za, clearly stating the position you are applying for.

Closing date: **31 January 2019**

If you have not been contacted within 6 weeks of the closing date, please regard your application as unsuccessful. Correspondence will only be with short-listed candidates. INSETA reserves the right not to fill any position advertised.

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