

## 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 management /secretarial support and managing the diary and activities of the CEO.			
RESPONSIBILITIES			
Responsibility:	<b>Secretarial Support</b>	Time Split:	<b>50%</b>
<ul style="list-style-type: none"> <li>Oversees CEO's initiated events and functions plus logistical arrangements</li> <li>Appraises CEO of issues through the mail, verbally</li> <li>Assists the CEO with briefing notes, memoranda and reports for board and management</li> <li>Manages, co-ordinates and responds to all communication and enquiries as dictated by the CEO</li> <li>Screening calls and/or route queries to relevant people;</li> <li>Proactively manage the CEO's diary on a daily, weekly, monthly and quarterly basis to</li> </ul>			

**Board Members:** M.V. Mokgobinyane (Chairperson), G. Conradie (Labour), A. D'Alton (Business), M. Machai (Business), B. McKay (Labour), A. Khoza (Business), W. Hiller van Rensburg (Business), J. Ramsunder (Business), L. Hollis (Labour), V. Pearson (Business), R. Mothabane (Labour), M. Soobramoney (Labour), T.S Dinyake (Labour), I. Ramputa (Community Organisation),

P. Govender (Professional Bodies)

**ACTING CEO:** T. Peele

ensure efficiency;			
<ul style="list-style-type: none"> <li>• Minutes-taking at meetings when required;</li> <li>• Receiving guests for the CEO;</li> <li>• Preparing relevant files in preparation for meetings and engagements;</li> <li>• Follow up and liaise with the CEO's on reports on operational matters</li> <li>• Respond to requests from Government bodies e.g DHET, QCTO, National Treasury and Auditor General.</li> </ul>			
<b>Responsibility:</b>	<b>Admin/Logistical</b>	<b>Time Split:</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>• Responsible for the design and maintenance of a document management system in the CEO's office</li> <li>• Co-ordinates the flow of tasks and assignments between the CEO, management and service providers</li> <li>• Compiles, manages and monitors the budget of the CEO's office</li> <li>• Performs daily admin functions as delegated by the CEO</li> <li>• Manages travel and accommodation for CEO and Board Members</li> <li>• Responsible for board remuneration administration</li> <li>• Co-ordinate relevant projects in the CEO's office</li> <li>• Conducts relevant benchmarking exercise as directed by the CEO</li> </ul>			

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REQUIRED QUALIFICATION
Relevant Diploma or Advanced certificate at NQF level 6.
REQUIRED TECHNICAL / LEGAL CERTIFICATION
None
REQUIRED EXPERIENCE
PA at Executive level (5 years)
REQUIRED SKILLS
<u>DESCRIPTION</u>
<ul style="list-style-type: none"> <li>• exceptional written and oral communication skills;</li> <li>• excellent word processing and IT skills, including knowledge of a range of software packages;</li> <li>• ability to work under pressure and to tight deadlines;</li> <li>• good organisational and time management skills;</li> <li>• ability to benchmark, digest, analyse and present material clearly and concisely;</li> <li>• excellent interpersonal skills;</li> <li>• ability to work on your own initiative;</li> <li>• honesty and reliability;</li> <li>• attention to detail;</li> <li>• flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines;</li> <li>• discretion and an understanding of confidentiality issues.</li> </ul>
REQUIRED ATTRIBUTES

<u>COMPETENCY</u>	<u>DESCRIPTION</u>
Computer Skills	Advanced computer skills, include power point, excel and word
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 organization and externally.
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, internal and external
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
<b>DECISION MAKING</b>	
<ul style="list-style-type: none"> <li>The ability to make decisions which integrate both the input of internal and external stakeholders, pertaining to the PA route.</li> </ul>	

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](mailto:vacancies@inseta.org.za), clearly stating the position you are applying for. Shortlisted candidates will be subjected to verification / checks and Psychometric assessment.

**Closing date: 04 February 2019**

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Working together for a skilled tomorrow

Ground floor, 37 Empire Road,  
Parktown, Johannesburg 2193  
P.O. Box 32035, Braamfontein 2017

**Tel** 011 381 8900  
**Email** [insetacallcentre@inseta.org.za](mailto:insetacallcentre@inseta.org.za)  
**Website** [www.inseta.org.za](http://www.inseta.org.za)

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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