

## EXECUTIVE PA TO THE COO

### ROLE PROFILE: EXECUTIVE PA

JOB IDENTIFICATION			
Job Title:		Executive PA	
Job Grade		Patterson JG C1	
Department:		Chief Operations Office	
Date Reviewed:		12 September 2019	
Location:		INSETA Head Office, Parktown, Johannesburg	
Reporting Line:		COO	
Full-time/Part-time/Contract:		PERMANENT	
PURPOSE OF THE JOB			
To provide an efficient support service to the COO by providing office/secretarial support and controlling the diary and activities of the COO.			
Responsibility:	Secretarial Support		Time Split:
<ul style="list-style-type: none"><li>Oversee COO-initiated events and functions plus logistical arrangements</li><li>Appraise COO of issues that came through the mail and website</li><li>Assists the COO with briefing notes, memoranda and reports for Council and management</li><li>Manage, co-ordinate and/or respond to all communication and enquiries directed to the COO</li><li>Screen and attend to calls and emails and/or re-route them to relevant people at INSETA</li><li>Proactively manage the COO's diary on a daily, weekly, monthly and quarterly basis to ensure efficiency;</li></ul>			



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 research, analyse and present material clearly and concisely</li> <li>• excellent interpersonal skills and professional behaviour</li> <li>• ability to work at 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 importance of confidentiality</li> </ul>	

REQUIRED ATTRIBUTES	
<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
<b>OTHER SPECIAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>Understanding of structures within the Skills Development space</li> <li>Understanding of the core elements of skill and education development</li> </ul>	
<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</li> </ul>	
<b>ACCOUNTABILITY</b>	
To report to the COO	

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.

Closing date: **Friday 20 September 2019**

INSETA reserves the right not to fill any position advertised.