

Working together for a skilled tomorrow

Ground floor, 37 Empire Road Parktown, Johannesburg 2193 P.O. Box 32035, Braamfontein 2017 Telephone: 011 381 8900 Website: www.inseta.org.za

# 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						
I o provide an efficient suppo	rt service to the COO by providing office/secretarial support and ities of the COO.					
	rial Support Time Split:					
Oversee COO-initiated events and functions plus logistical arrangements						
<ul> <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> </ul>						
<ul> <li>Manage, co-ordinate and/or respond to all communication and enquiries directed to the COO</li> </ul>						
Screen and attend to	Screen and attend to calls and emails and/or re-route them to relevant people at INSETA					
• Proactively manage the COO's diary on a daily, weekly, monthly and quarterly basis to						
ensure efficiency;						

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. Motlhabane (Labour), M. Soobramoney (Labour), T.S Dinyake (Labour), I. Ramputa (Community Organisation),
 P. Govender (Professional Bodies)
 CEO: N. Starr



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•	Minute	es-taking at COO's meetings	when required				
•	Receiv	ving guests for the COO					
•		ng relevant files in preparation	-				
•	Follow	up and liaise with the COO's	s airect requirement i	for reports o	n operational matters		
Respon	sibility:	Admin/Log	jistical	T	Time Split:		
•	Respo	nsible for the design and mai	intenance of a docun	nent manag	ement system in the		
	COO's	soffice					
•	Co-ordinate the flow of tasks and assignments between the COO, management and						
	service	e providers					
•	Compile, manage and monitor the budget of the COO's office						
•	<ul> <li>Perform daily admin functions as delegated by the COO</li> </ul>						
•	Manag	ge travel and accommodation	for COO				
•	Co-orc	linates COO-related projects					
•	Condu	ict relevant research as requi	red by the COO				
REQUI	RED QU	IALIFICATION					
Matric							
Relevar	nt Diplor	na or Advanced certificate at	NQF level 6.				
REQUI	RED TE	CHNICAL / LEGAL CERTIF	ICATION		 		
None							
REQUI	RED EX	PERIENCE					
Genera	I secret	arial duties (6 years plus)					
Office a	Office admin duties (4 years)						
PA at E	PA at Executive level (3 years)						

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## **REQUIRED SKILLS**

### DESCRIPTION

- 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, analyse and present material clearly and concisely
- excellent interpersonal skills and professional behaviour
- ability to work at 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 importance of confidentiality

REQUIRED ATTRIBUTES				
COMPETENCY	DESCRIPTION			
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			

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	relationships	s with all levels of stakeholders	S	
Attention to Detail / Detail	The ability to	ability to attend to finite detail whilst executing outputs to		
Focused	ensure the quality of service delivery			
Patience	The ability to listen and be empathetic to the needs and			
	requirement	s of others		
Pro-active	The ability to forecast occurrences and implement the necessa			
	actions to ov	vercome the occurrence		
OTHER SPECIAL REQUIREMENTS				
Understanding of structure	es within the Sk	ills Development space		
Understanding of the core	elements of sk	ill and education development	t	
DECISION MAKING				

The ability to make decisions which integrate both the input of internal and external stakeholders

## ACCOUNTABILITY

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 <u>vacancies@Inseta.org.za</u>, clearly stating the position you are applying for.

Closing date: Friday 20 September 2019

INSETA reserves the right not to fill any position advertised.