**EXECUTIVE PA TO THE COO**

**ROLE PROFILE: EXECUTIVE PA**

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| **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. | | | | |
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| Responsibility: | **Secretarial Support** | | Time Split: |  |
| * Oversee COO-initiated events and functions plus logistical arrangements * Appraise COO of issues that came through the mail and website * Assists the COO with briefing notes, memoranda and reports for Council and management * Manage, co-ordinate and/or respond to all communication and enquiries directed to the COO * 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; * Minutes-taking at COO’s meetings when required * Receiving guests for the COO * Drawing relevant files in preparation for meetings and engagements * Follow up and liaise with the COO’s direct requirement for reports on operational matters | | | | |
| Responsibility: | **Admin/Logistical** | | Time Split: |  |
| * Responsible for the design and maintenance of a document management system in the COO’s office * Co-ordinate the flow of tasks and assignments between the COO, management and service providers * Compile, manage and monitor the budget of the COO’s office * Perform daily admin functions as delegated by the COO * Manage travel and accommodation for COO * Co-ordinates COO-related projects * Conduct relevant research as required by the COO | | | | |
| **REQUIRED QUALIFICATION** | | | | |
| Matric  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** | | | | |
| **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 | | | | |

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| **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 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** | |
| * Understanding of structures within the Skills Development space * Understanding of the core elements of skill and education development | |
| **DECISION MAKING** | |
| * The ability to make decisions which integrate both the input of internal and external stakeholders | |

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| **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 [vacancies@Inseta.org.za](mailto:vacancies@Inseta.org.za), clearly stating the position you are applying for.

Closing date: **06 October 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**.**