**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
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| 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
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| **REQUIRED QUALIFICATION**  |
| MatricRelevant 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
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| **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, 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**.**