

The ETDP SETA seeks to appoint a Personal Assistant to the Chief Financial Officer to play a pivotal role in ensuring the smooth operation of the CFO's office through a commitment to excellence in all tasks and ensure that any activity executed is professionally completed in a proactive manner.

## Personal Assistant to the Chief Financial Officer [Ref. 1930/14]

**Salary: R698 169.00 per annum (Total Cost to Company)**

**Job Purpose:** The PA to the CFO will create and maintain a highly organised work environment by providing efficient administrative, secretariat, and executive support to the Chief Financial Officer and his/her management team. The role demands a proactive, organized individual with exceptional time management and interpersonal skills. The role is responsible for a wide range of duties, including diary management, meeting coordination, travel coordination, management of activities and projects in the CFO office and other complex administrative tasks. The successful applicant will be based at the ETDP SETA's Johannesburg Head Office.

### Minimum Requirements

- A National Diploma (NQF Level 6) in Business Administration or Business Management or Office Administration.
- A Bachelor's degree in a related field will be an added advantage
- At least eight (8) years experience as a Personal Assistant or Executive Assistant to an Executive or Senior Manager.
- Strong proficiency in Microsoft Office Suite (PowerPoint, Excel and Word), SharePoint/Google Workspace
- Proficiency in Power BI would be an added advantage
- Proven secretarial, administration and minutes-taking experience
- Exceptional verbal and written communication skills, to enable professional interaction with a wide range of internal and external stakeholders
- Exceptional organisational skills (planning, collaboration, multitasking, problem-solving, project management, interpersonal skills)
- A strong track record of meeting deadlines consistently and ability to work under pressure
- Ability to deal with sensitive issues discretely and to handle confidential information
- Ability to handle basic accounting functions and entry-level accounting knowledge
- Ability to work in a team environment and be highly driven, flexible, positive, proactive and energetic
- Excellent attention to detail, with the ability to maintain a high level of accuracy
- Open to working extra hours and outside the regular working hours
- Ability to thrive in a fast-paced environment is essential

## Duties and Responsibilities

- Provide secretarial and administrative support, including managing the CFO's diary, coordinating meetings and correspondence, and ensuring that matters of an urgent nature are given priority
- Provide secretarial support to all CFO meetings and Bid Committees (Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) (where required), including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments
- Writing and distributing comprehensive minutes and resolutions and taking ownership to ensure that all resolutions are followed up on and resolved as per the agreed-upon timelines
- Screen all incoming calls, take messages, and handle or appropriately route any queries that may arise
- Maintain and monitor an effective records management system for the CFO office, Finance and Supply Chain Management units
- Coordinate travel for the CFO, including preparing travel schedules, travel arrangements, flight reservations, hotel accommodation, car rentals, providing directions, etc., to facilitate hassle-free travel
- Develop and maintain effective and strong relationships with key internal and external stakeholders
- Conducting research and compiling data for reports, presentations, etc.
- Facilitate and coordinate events/ sessions in the Finance and Supply Chain Management (SCM) units
- Assist in the execution of strategic initiatives
- Assisting in tracking and managing budgets in the CFO's office
- Preparation of invoice and payment requests in the CFO's office
- Provide administrative support in delivering assignments and projects in the CFO's office
- Assist with aligning monthly and quarterly reports submitted to the CFO's office
- Ensure that the monthly reports are submitted within the agreed-upon timeframes and that evidence is filed on SharePoint
- Preparation and submission of CFO weekly plans to the CEO's office
- Coordinate the submission of Finance and Supply Chain Management reports to the CFO's office and submission to the relevant stakeholders
- Consolidate and manage leave plans for the Finance and Supply Chain Management teams
- Provide regular updates and feedback to stakeholders as required
- Any other duties as may reasonably be assigned by the CFO

The successful candidate will enter into a performance contract with the ETDP SETA.

Interested applicants (who qualify in respect of all the criteria) are invited to submit a detailed and recent Curriculum Vitae (CV) with contactable previous employment references, certified copies of all qualifications and certificates, including the National Senior Certificate, certified and clear copies of the Identity Document (**the certified copies should not be older than six months**) and a motivation letter highlighting previous experience and career achievements related to the position.

**The applicant is responsible for submitting their foreign qualifications accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA).**

Applications quoting the relevant job title and reference number must be submitted via email to [sarah@tothetrecruitment.co.za](mailto:sarah@tothetrecruitment.co.za).

**The closing date for all applications is 08 November 2024 at 16h00.**

The appointment will be made in accordance with the ETDP SETA's Employment Equity Plan and Policy. The ETDP SETA promotes the employment of people with disabilities, who are encouraged to apply. Correspondence will be entered into with shortlisted candidates only.

#### **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act 4 of 2013 (POPIA) disclaimer:

- I hereby give consent to the ETDP SETA to process my personal information as part of the recruitment process.
- The ETDP SETA shall take all reasonable measures to protect the personal information of applicants, and for the purpose of this disclaimer, "personal information" shall be defined as detailed in the POPIA.
- **The ETDP SETA reserves the right to withdraw or not to fill the position for whatever reasons.**

**Applications submitted without the required above-mentioned certified copies, as well as applications received late, will not be considered.**