

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Secretariat Administrator	JOB GRADE	C2
PROPOSED JOB TITLE			
JOB CODE	SEC/122		
DEPARTMENT	Corporate Secretariat		
DATE REVIEWED	April 2013		
LOCATION	Country Club Estate, Woodmead		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
To enable the secretariat office to execute its duties effectively and professionally by providing a professional secretarial and administrative support.			
POSITION IN THE ORGANISATION			
2ND LINE MANAGER (2ND LEVEL)			
1ST LINE MANAGER (1ST LEVEL)	Company Secretary		
POSITION	Secretariat Administrator		
SUBORDINATE (1ST LEVEL)	N/A		
SUBORDINATE (2ND LEVEL)	N/A		
SUBORDINATE POSITIONS			
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>			
First level subordinates:			
<ul style="list-style-type: none"> None 			
Second level subordinates:			
<ul style="list-style-type: none"> None 			
Total: 0			

2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Management of formal/official records</p> <ul style="list-style-type: none"> • Maintains an up to date manual and electronic filing system of formal records • Maintains statutory records such as minute books, attendance registers, company registers, resolution registers, CIPC Forms, etc • Manages the Courtesy register, Conflict of interest register • Maintains proper record keeping/archiving of minutes, meeting attendance registers <p>2. Co-ordination of meetings</p> <p>Notifies attendees of meeting dates, times and venues</p> <ul style="list-style-type: none"> • Books meeting venues • Ensures availability of fully functional equipment required for meetings (such as overhead projector, recorder etc) • Books catering and ensures that refreshments are provided if and when required • Prepares meeting packs • Ensures timeous circulation of meeting packs and minutes • Takes minutes of meetings when required • Facilitates scheduling of special meetings <p>Monitor committee expenditure of refreshment and ensure timeous cancellation of refreshments, venues, travel</p>	<p>20%</p> <p>30%</p>
<p>3. Provision of administrative and secretarial support for the department</p> <ul style="list-style-type: none"> • Raises purchase requisitions for the department • Ensures timeous payment of invoices • Monitors committee secretariat's expenditure of refreshment, venues, travel • Ordering and maintaining stationery and equipment supply • Makes travel and accommodation reservations • Attends to internal and external queries directed to the department and escalates where necessary • Liases with other administrators externally and internally to ensure proper and smooth organisation of all 	<p>50%</p>

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
activities within the secretariat office	
TOTAL	100 %

3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • B.Admin. Degree • Chartered Institute of Secretaries (CIS) qualification would be advantageous • Driver's license
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • B. Admin • CIS (Institute of Secretaries) will be an advantage • ICT sector will be an added advantage.
EXPERIENCE	<ul style="list-style-type: none"> • At least three (3) years secretariat experience in a similar role. Experience in a similar industry/sector is an added advantage. • Computer literacy – MS Office Suite –advanced level

4. **COMPETENCIES**

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTITUDES
Legislation: PFMA, Companies Act, King III	Advanced writing skills	Interact with all levels of staff
Protocol on corporate governance in the public sector	Minute taking	Attention to detail
Policies and procedures	Facilitation	Ethical
Language	Interpersonal skills	Honest
Communication	Organising	Integrity
Administration	good command of English language	Accuracy
	Computer literacy – Microsoft Office suite	Protocol
		Ability to interact at top management level

5. **OTHER SPECIAL REQUIREMENTS**

- Willing to work outside normal office hours and sometimes on weekends for meetings and collating of meeting packs.
- Ability to work under pressure and meet strict deadlines.

B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Information management and retention
- Communication with internal and external stakeholders
- Arranging events, logistics, meetings rooms
- Chasing up on documents for signature

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- Computer
- Minutes
- Legislation
- Recorder
- Gift register

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Macro – Annual
- Micro – 2 weeks for submission of agendas

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Up to a week – request for information

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Operational 100%
- Can recommend changes to processes, procedures or policies.

C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- Ensuring confidentiality
- Quality and accuracy of minutes
- Effective filing system and document retention
- Turnaround time on queries within agreed target
- Management of meeting documentation and safekeeping
- Statutory compliance in respect of minute books, registers
- Recordings of meetings and safe keeping

Referral to Line Manager for approval

- Expenditure signed off by manager
- Minutes of meetings
- Agenda for meetings
- Meeting packs
- Information sent to requestors

D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal: Exco members, senior managers and staff in all departments
- Written: minutes, action list, status reports on attendees at training, resolution register for approved submissions, emails