***NB: This position will be filled in line with the Agency’s Employment Equity targets. People with disabilities are encourage to apply.***

**Closing Date: 13 July 2023**

**Date: xx November 2022**

**EXECUTIVE ASSISTANT TO THE CEO**

***(PERMANENT)***

**BENEFITS:**

Employer offers an all-inclusive remuneration package of R610, 242.00 p.a.

**JOB PURPOSE**

**REQUIREMENTS**

**Formal Qualifications**:

• National Diploma or NQF Level 6 qualification in Secretarial / Administration or related discipline

**Experience:**

3 years as a Secretary or PA for Top Management

**KEY PERFORMANCE AREAS**

The successful candidate will be expected to do the following:

* Diary management for the CEO;
* Render an efficient registry service to the Office of the CEO;
* Offer general administrative support in the Division;
* Assist with Board meeting activities;
* Take minutes at meetings and prepare reports.
* Develop and maintain an efficient and effective filing system on the shared drive;
* Ensure that filing of all correspondence/documentation between internal and external stakeholders is up to date.

**COMPETENCY REQUIREMENTS**

* Office administration processes and procedures;
* Clear communication;
* Organising skills;
* Document management principles;
* Writing and typing skills;
* Advanced MS Office skills;
* Events management skills;
* Attention to detail and maintain confidentiality and,
* Professionalism.

Submit detailed CV’s including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Ayanda Zwane at **recruitment6@cbrta.co.za** and please **quote the reference number.**



**REF: CEO 03/07/2023**