



PERSONAL ASSISTANT (SL7)
SALARY: R226 611 Per Annum (Excluding Benefits)
(REF NO.: EEC-PAP-01/2018)
PERMANENT

Minimum Requirements: A National Diploma/Degree in Public Administration / Management or equivalent qualification. 2-year experience in Marketing or relevant field. Good written and verbal communication skills. Computer literacy. Drivers licence is required.

Competencies, Knowledge and Skills: Sound Knowledge of office administration procedures. Ability to perform P.A duties. Offer reputable Customer service to internal/external clients. Accuracy in preparing and typing information. Interpersonal skills, Effective communication skills (Verbal & Written), Computer Skills, basic planning and organising skills, Telephone etiquette, Efficient Time-management skills, Ability. Ability to work under pressure. A Candidate must be professional, respectful, reliable, honest, ethical, maintain confidentiality and proactive. Ability to work independently as well in a team.

Duties and Responsibilities: Personal Administrative Support to the Principal. Manage and maintain both the hard copy and the electronic diary of the Principal including planning, coordinating meetings and functions and host visitors. Act as the contact person between the Clients and the Principal. Answer and attend to phone calls appropriately. Ensure the Principal has all required paperwork in advance of scheduled meetings. Produce and distributing notices of meetings, agendas, background papers, minutes, and any additional papers. Take minutes during meetings. Maintain good working relationship with internal and external contacts. Monitor Principal's email inbox, assessing, answering and forwarding messages as appropriate and alerting the Principal to particular matters that need urgent attention.

CLOSING DATE: 20 April 2018 at 13:30. Applications received after the closing date, emailed or faxed applications will not be considered.

Please Note: Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer!