



VACANCY

REFERENCE NR	:	VAC01623
JOB TITLE	:	Executive Assistant (Company Secretary)
JOB LEVEL	:	C3
SALARY	:	R 279,543 - 465,905
REPORT TO	:	Company Secretary
DIVISION	:	Company Secretary
Department	:	Company Secretary
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

Reporting directly to the Company Secretary will provide executive support in a one-on-one working relationship, serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Company Secretary, serves as a liaison to the Board and its subcommittees, Minister and Deputy Minister's Office and senior management teams. The executive Assistant will also manage the Company Secretary's diary, organizes and coordinates meetings.

Key Responsibility Areas

- Provide Executive administrative support to the Company Secretary;
- Board Support and stakeholders Liaison;
- Management of documents in the Company Secretary's Office; and
- Schedule meetings and manage all Company Secretary logistics arrangements.

Qualifications and Experience

Minimum: National Diploma or Bachelor degree in any of the following: Business Administration, Office Administration, Public Administration, Office Management or any relevant equivalent to NQF Level 6. An additional Secretarial/Office Administration Certificate or any relevant discipline will be an added advantage. 5+ years' experience will be an added advantage.

Registration with Secretarial professional bodies will be an added advantage.

Experience: 3-4 years' experience in providing secretarial or administrative support role to an executive in general office practices or procedures. This should include: understanding of office protocols; ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response; ability to multitask and prioritize tasks; excellent time management skills; well-developed organizational skills; attention to detail; great verbal and written communication skills; professional discretion.

Technical Competencies Description

Knowledge of: principles and practices of organisation, records management and general administration. Computer Literacy Corporate Governance principles.

How to apply

Internal candidates must apply using this email address: Sophia.internalrecruitment@sita.co.za

External candidates must apply using this email address: Sophia.recruitment@sita.co.za

Closing Date: 09 October 2020

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be accepted