



VACANCY

REFERENCE NR	:	VAC01386/22
JOB TITLE	:	Executive Assistant
JOB LEVEL	:	C2
SALARY	:	R 286 639 – R 429 959
REPORT TO	:	Executive HCM
DIVISION	:	Human Capital Management
DEPT	:	Human Capital Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

The Executive Assistant will manage the Executive's diary, organize and coordinate meetings and perform project co-ordination as may be required. They will be responsible to manage all SITA compliance process adherence for the division, manage finance processes, procurement processes, planning cycles and reporting cycles. Reporting directly to the Executive you will provide executive support in a one-on-one working relationship, serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive, serve as a liaison to the EXCO and its subcommittees, Minister and Deputy Minister's Office, government officials and SITA senior leadership and management teams.

Key Responsibility Areas

- Receive and record incoming and outgoing correspondence to ensure proper record keeping for the division.
- Prepare general office duties.
- Prepare and distribute minutes, presentations as well as general office documentation/communication to ensure that information reaches relevant identified parties
- Manage the Executive's travel arrangements in accordance with SITA travelling policy and procedures to the satisfaction of the division
- Provide management support to the Executive.

Qualifications and Experience

Minimum: 1 - 2-year National Higher Certificate in a relevant discipline / NQF level 5 or accredited specialised courses, e.g. secretarial diploma or diploma in office administration. Certification related to the divisional functional discipline is an added advantage.

Experience: 2-3 years' experience within a secretarial or administrative support role to an Executive level in general office practices or procedures.

Technical Competencies Description

Knowledge of: principles and practices of organisation, records management and general administration; Computer Literacy; Basic principles and practices of bookkeeping; Office management; Ability to operate standard office equipment; Ability to follow written and oral instructions.

Technical Competencies: Customer Relationship Management, General Administration.

Leadership Competencies: Active listening, Attention to Detail, Disciplined, Resilience, Stress Management.

Other Special Requirements

N/A.

How to apply

Kindly send you CV to: Puleng.recruitment@sita.co.za

Closing Date: 27 September 2021

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- 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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered