

JOB PROFILE

JOB TITLE	Personal Assistant to Senior Manager
REPORTING TO	Senior Manager: Programme Analysis and Development
MAIN PURPOSE OF THE JOB	To provide effective administrative support to the Senior Manager and ensure that the day to day operations of the division are co-ordinated and managed effectively and efficiently
NO. OF INCUMBENTS	1
LOCATION	National Office : Sunnyside
PREFERRED MINIMUM EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> ❖ A relevant administration/ secretarial qualification ❖ 3-5 years experience in similar environment ❖ Comprehensive Knowledge of the Admin/Secretarial Function;
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Provide administrative, co-ordination and secretarial services to the Senior Manager ❖ Provide administrative support for partnerships and service providers relationships ❖ To co-ordinate and effect the dissemination of documents to relevant stakeholders ❖ Develop, implement and maintain an effective data capturing (filing) system ❖ Co-ordinate and execute procurement function in the Department ❖ Assist with compilation of budget expenditure, monthly and quarterly reports
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Communication skills ❖ Project management ❖ Computer literate ❖ Professionalism ❖ Financial skills ❖ Interpersonal Skills ❖ Conflict management skills ❖ Problem solving skills ❖ Organising skills ❖ Team interaction skills ❖ Prioritising skills
	<p>To apply, please send your CV to recruitmentpad@seda.org.za Please state the position you are applying for in the subject line.</p> <p>Closing Date 21 December 2011</p> <p>If you do not hear from us within 90 days of the closing date please consider your application unsuccessful</p>