

## Personal Assistance: CEO & General Managers

<b>Immediate Supervisor</b>	<b>GM: EE /GM Applied Energy</b>
<b>Colleagues reporting to the same supervisor</b>	<b>Programme Managers x2, Project Manager X1, Senior Advisory M&amp;V x1,</b>
<b>Immediate Subordinate/s</b>	<b>None</b>
<b>Task Grading</b>	<b>P12</b>

### Purpose of the position

The purpose of this position is to facilitate the smooth functioning of the GMs' office and to provide logistics support through the managing of information, scheduling, handling of enquiries, preparation of correspondence and other written reporting tasks.

### Qualifications and minimum requirements

- Post Matric qualification in Office Administration
- 5 years general Office Administration experience
- 3 years Office Manager experience will be an added advantage

### Technical Skills and competencies:

- Communication Skills
- Interpersonal relationship skills
- Report writing
- Basic Financial management skills
- Computer skills
- Resilience
- Problem Solving skills
- PFMA

## **Duties/Outputs**

### **Strategic Management**

- Responsible for the implementation of the day to day Strategic and Operational plans of the GMs' offices
- Gather and provided information in the development of Annual Operational Plans, Annual Performance Plans and reporting prescribed by the National Treasury Regulations and Guidelines.
- Assist in the Implement effective and efficient Risk Management system within the operational space
- Provide input in all divisional operational and business activities to ensure they produce the desired results and are consistent with the overall SANEDI strategy of the organisation.
- Ensure operational procedures, policies and standards are followed.

### **Operations Management**

- Perform daily activities in accordance with the units operational plans
- Ensure relevant systems are updated
- Prepare general administration documents such as memo's, letters, submissions, PowerPoint presentations, as required
- Ensure filing of all documentation and proper record keeping (updated filing register)
- Assist with the scheduling of meetings
- Escort and monitor external contractors doing building maintenance and ensure adequate security of SANEDI premises is maintained

- Responsible for managing the regional office switchboard in a professional manner and display exceptional telephone etiquette and ensure accurate messaging
- Conduct routine inspections of the building, identify security risks and address appropriately
- Manage key controls and assist employees who lost or forget their office keys. Procure lost office keys if necessary
- Plan and coordinate stationery and grocery requirements for the regional office
- Ensure Board/meeting rooms are set up, clean and refreshments are available

### **Finance Management**

- Ensure effective cost containment while executing and rendering support services and remain within budget parameters
- Collate information and update the budget spreadsheet to ensure expenditure is monitored reported on monthly

### **Governance, Risk Management and Management Reporting**

- Compliance with all SANEDI systems (performance management, HR, Finance, Stakeholder information, fund Management reporting is achieved
- Adhere to all relevant policies and procedures during daily operations

### **Stakeholder Management**

- Develop and maintain effective relationships with key stakeholders
- Liaise with all employees continuously ensuring that all personal files are updated

## Quality Management

- Ensure alignment of all work processes to the required quality standards.
- Proactively identify continuous improvement strategies.
- Monitor agreed quality initiatives ensuring that they are aligned to business processes and delivered as agreed.

## People Management

- KPA's are understood and achieved as agreed upon in the Performance agreement
- Review performance against agreed performance standards
- Live the values and culture of SANEDI
- Identify and implement development opportunities to ensure continuous improvement of work effectiveness and efficiency
- Departmental Information systems and tools are optimally utilized to execute core tasks

For enquiries concerning the positions, please contact:

Mrs. Mapula Mahlangu

E-mail: [recruitment@sanedi.org.za](mailto:recruitment@sanedi.org.za)

Closing date for the application is the **2 August 2022** at 16:00.