



POSITION DESCRIPTION	
Position Title	Administrative Assistant :Company Secretarial
Description	The Administrative Assistant is primarily responsible for providing a single point of contact to the NDA for Company Secretary related services. The position will co-ordinate and control the administrative functionality for the Unit and the Board and its Sub Committees.
Directorate	Office of the CEO
Reports To	Company Secretary
Position location	Head Office
Peromnes Grade	11
Number of Direct Reports	None
POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • Matric/ Grade 12 plus • National Diploma in Office Administration or equivalent • MS Office Applications
Essential Experience	<ul style="list-style-type: none"> • Minimum 2(two) years in relevant administrative support experience • Experience in secretarial work • Experience with reception duties • Experience with meeting management, including minute taking • Experience in document / records administration
Knowledge	<ul style="list-style-type: none"> • Company Secretarial administration • Basic Office Administration and Management • Computer knowledge – Microsoft Applications • Document management
Competencies	<ul style="list-style-type: none"> • Job Knowledge • Technical Skills • Acceptance of responsibility • Quality of Work • Reliability • Initiative • Communication • Interpersonal Relationships • Flexibility • Team Work • Planning and Execution

MAIN AREAS OF RESPONSIBILITY

<p>Company Secretarial/ Board & Committees Administration</p>	<ul style="list-style-type: none"> • Provide a single point of contact to the NDA for Company Secretary related services. • Prepare packs for Board meetings. Ensure that Board and Sub-committee packs are assembled and distributed within defined time frames via courier or other relevant service providers • Provide administration support to the Company Secretary and Board members. • Arrange and manage travel and accommodation arrangements for Board members • Maintain hard copy and electronic filing system of all Board reports, minutes and resolutions. • Manage Company Secretary's diary. • Setup and co-ordinate meetings and conferences for the Company Secretarial Unit. Prepare monthly Board payment schedule for signature by the Company Secretariat and hand to HR within payroll time frames. • Handle procurement processes for the Unit including sourcing required resources and obtaining approvals. Liaise with Supply Chain Officer as appropriate. • Undertake full organisation of venues & catering for the Unit, and ensure that arrangements are made well in advance.
<p>Unit Administration support</p>	<ul style="list-style-type: none"> • Create, transcribe and distribute meeting documentation. • Arrange meeting logistics including for Board members • Render Secretarial support to Departmental meetings • Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing for all Sub-Unit functions. • Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up. • Facilitate records and document management for the unit. • Manage team leave and attendance register. • Coordinate Departmental Reporting E.g. Monthly and quarterly reports • Order printing, stationery & equipment requirements e.g. recorders as appropriate prior to the meeting • Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up with relevant units including CEO's Office, i.e. document management • Coordinate Departmental Reporting E.g. Monthly and quarterly reports • Arrange and manage travel and accommodation arrangements for the Unit. • Follow up/ Receive invoices and facilitate for payment. • Load procurement requisitions on the system for the Unit

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> • All directorates and units as support function • Board Members 	<ul style="list-style-type: none"> • Service Providers

<p>Signed by: (Job Holder)</p>	<p>Authorised by:</p>
<p>Date:</p>	<p>Date:</p>

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