



## JOB PROFILE

POSITION DESCRIPTION	
<b>Position Title</b>	<b>Executive Assistant :Chief Operations Officer (COO)</b>
<b>Description</b>	The incumbent will support the COO in relation to administrative support, diary management, typing and other clerical duties as appropriate. Additionally, the incumbent will also provide general administrative support to the entire office of the COO.
<b>Directorate</b>	Chief Operations Office
<b>Reports To</b>	Chief Operations Officer
<b>Position location</b>	Head Office
<b>Peromnes Grade</b>	10
<b>Number of Direct Reports</b>	N/A

POSITION REQUIREMENTS	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>Grade 12 plus</li> <li>National Diploma in Administration or equivalent</li> <li>Certificate in Computer</li> <li>A qualification in secretarial and office management or equivalent</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Three years' experience at a senior secretarial level, preferably within a development environment</li> <li>Experience with reception duties</li> <li>Experience with meeting management</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Familiar with administration policies, systems and procedures.</li> <li>Able to use relevant software in particular the MS Office suite of packages.</li> <li>The use of general office equipment such as proximas, and data shows.</li> <li>Ability to speak an African language will be advantageous.</li> </ul>

<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>▪ Strong computer skills including word processing, spreadsheets, graphical presentation and Internet research skills</li> <li>▪ Human relations skills and understanding people from different cultures</li> <li>▪ Project management, communication, presentation and report writing</li> <li>▪ Practical skills such as the ability to set up data presentations</li> <li>▪ Decision-making</li> <li>▪ Problem-solving</li> <li>▪ Customer service orientation</li> <li>▪ Interpersonal skills – tact, diplomacy</li> <li>▪ Initiative</li> <li>▪ Flexibility</li> <li>▪ Accountability</li> <li>▪ High degree of computer literacy including very good typing skills</li> <li>▪ Strong organisational skills</li> <li>▪ Proficiency in filing and maintaining filing systems</li> <li>▪ Poise</li> </ul>
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<b>MAIN AREAS OF RESPONSIBILITY</b>
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<b>ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Prepare correspondence, reports, and materials for publications and presentations.</li> <li>• Manage the diary of the Executive.</li> <li>• Prepare and maintain expense report for the Division.</li> <li>• Setup and co-ordinate meetings, training and conferences for the Executive.</li> <li>• Create, transcribe and distribute meeting agendas and minutes for the directorate or as requested.</li> <li>• Undertake reception duties for the directorate including dealing with or referring client queries.</li> <li>• Meet and greet directorate clients and visitors, and ensure refreshments are served.</li> <li>• Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing.</li> <li>• Maintain hard copy and electronic filing system</li> <li>• Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up, i.e. document management.</li> <li>• Manage and co-ordinate all logistical arrangements for all travel for the directorate including travelling on behalf of the unit by external individuals.</li> <li>• Ensure the attendance register is completed on a daily basis and submitted to HR before payroll closure.</li> <li>• Monitoring and co-ordination of project information</li> <li>• Quality assure all letters, reports, memoranda, agendas, minutes and other documents submitted for spelling mistakes and layout as per agreed format</li> <li>• Ensure that no confidential material left lying around – material to be safely stored at all times</li> <li>• All filing to be kept up to date, filing cabinet is tidy and legible</li> <li>• Replenish stationery before any shortages occur</li> <li>• Ensure office equipment is always in working order, plan and organise services for equipment before due dates.</li> <li>• Assist staff in the Directorate with typing, correspondence and presentations including, typing, binding and photocopying of manuals, interview guides and other documents as required.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Co-ordinate, type and collate the submission of monthly progress reports for the Executive.</li> <li>• Receive, register and dispatch all incoming correspondence and faxes</li> <li>• Support the Executive with research, abstracts and preparation of information for meetings, projects, presentations and reports.</li> <li>• Assist with the management of workflow and systems in the Executive's office.</li> <li>• Process all submissions and memoranda, which are received in the Executive's office.</li> <li>• Monitor the observation of all due dates for submissions and memoranda in respect of the Executive.</li> <li>• Trace files and documents on request of the Executive.</li> <li>• File all documents in the appropriate filing systems</li> <li>• Assist with project co-ordination.</li> <li>• Provide logistical support and advice for meetings, and workshops for the Executive.</li> </ul>
<b>PROCUREMENT PROCESSING</b>	<ul style="list-style-type: none"> <li>• Handle procurement processes for the directorate including sourcing required resources and obtaining approvals from designated signatories in accordance with procurement policies.</li> <li>• Prepare all relevant documentation for procurement recording.</li> <li>• Obtain relevant quotes for procurement of all goods and services in conjunction with the Supply Chain Management unit.</li> <li>• Generate a monthly report on procurement requests from the Directorate – liaise closely with the Administrative Assistants within the Directorate.</li> <li>• Provide monthly reconciliations of procurement undertaken.</li> <li>• Create and maintain a filing system for procurement initiated, which must include copies of quotes.</li> <li>• Ensure all motivations received have the appropriate approvals and support documents attached .</li> </ul>
<b>MEETINGS</b>	<ul style="list-style-type: none"> <li>• Attend all meetings as requested, taking minutes at all meetings, ensuring absolute attention to detail with no comebacks or corrections to be made afterwards.</li> <li>• Distribute meeting minutes within prescribed time frames</li> <li>• Follow up and ensure all outcomes of meetings are implemented as per the meeting minutes.</li> <li>• File all meeting minutes for easy retrieval and reference at any point in time</li> </ul>
<b>TRAVEL MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Make all travel arrangements (flights, accommodation &amp; car hire) ensuring accurate travel bookings at all times</li> <li>• Communicate arrangements regarding meetings/functions/conferences to relevant party and that appropriate documentation is distributed prior to travel</li> </ul>

<b>KEY RELATIONSHIP INTERFACES</b>	
<b>Internal Relationships - other than reporting lines (manager and subordinates). *</b>	<b>External Relationships (With Local/Provincial structures and other key parties, specify)</b>
<ul style="list-style-type: none"> <li>• Other Directorates</li> </ul>	<ul style="list-style-type: none"> <li>• As directed by the COO.</li> </ul>

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