



POSITION DESCRIPTION	
Position Title	Administrative Assistant : Office of the CEO
Description	The incumbent will support the Unit / Directorate Manager in relation to diary management, typing and other clerical duties. Additionally, the incumbent will also provide general administrative support to the entire Unit/ Directorate and assist in terms of travel administration, meeting management etc.
Directorate	Office of the CEO
Reports To	Senior Manager: Office of the CEO
Position location	Head Office
Peromnes Grade	11
Number of Direct Reports	N/A

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • Matric/ Grade 12 plus • National Diploma in Office Administration
Essential Experience	<ul style="list-style-type: none"> • Min 2 years in general administration and customer service
Knowledge	<ul style="list-style-type: none"> • Basic Office Administration and Management
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication skills • Problem-solving • Customer service orientation • Interpersonal skills • Flexibility • Integrity

MAIN AREAS OF RESPONSIBILITY	
Unit Administration	<ul style="list-style-type: none"> • Provide a single point of contact/ reception to the NDA for Unit related services. • Provide administration support to the Office of the CEO Unit. • Manage Unit leave and attendance register. • Manage the Senior Manager's Unit's diary. • Coordinate Unit Reporting E.g. Monthly and quarterly reports •

	<ul style="list-style-type: none"> • Handle procurement processes for the Unit including sourcing required resources and obtaining approvals. Liaise with Supply Chain Officer as appropriate. • Facilitate records and document management for the unit. Maintain hard copy and electronic filing system. • Assist with the management of Unit procurement and assets
Support Administration	<ul style="list-style-type: none"> • Create, transcribe and distribute meeting documentation. • Arrange meeting logistics • Manage Senior Manager's diary. • 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. • Arrange and manage travel and accommodation arrangements for the entire Unit
Procurement Administration	<ul style="list-style-type: none"> • Handle procurement processes for the department including sourcing required resources and obtaining approvals • Load procurement requisitions on the system for the Unit team. • Maintain inventory of all equipment, stationery • Receive invoices and facilitate for payment. • Follow-up on all outstanding invoiced and submitted requisitions.

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 	<ul style="list-style-type: none"> • Service Providers

Signed by: (Job Holder)	Authorised by:
Date:	Date: