



Administrative Assistant to the Executive Manager: Corporate Services and the Chief Financial Officer

All-inclusive total remuneration package of **R492 538.29 p.a (non-negotiable)**
(Salary level 8)

The Municipal Demarcation Board (MDB) is an independent institution which derives its mandate from the Constitution. Its mandate is amongst others to determine and re-determine municipal boundaries as well as delimit ward boundaries through the territory of the Republic of South Africa. In terms of the Municipal Structures Act the MDB also undertakes municipal capacity assessments.

The MDB seeks to appoint an Administrative Assistant to the Executive Manager: Corporate Services and Chief Financial Officer unit to support the Municipal Demarcation Board (MDB) in the performance of its functions. A suitable qualified and experience persons are invited to apply for the above position.

The incumbent is responsible to provide a professional and executive office management, administrative, secretarial, and personal assistance service to the Executive Manager: Corporate Services (EM: CS) and Chief Financial Officer (CFO) in order for them to have all necessary support and systems to execute their duties and mandates at all times.

The position is comprising but not limited to the following key performance areas:

Administrative Support

- Provide high quality and administrative support to the CFO and the EM: CS.
- Manage the diary commitments of the CFO and the EM: CS.
- Manage and prioritize matters that require the CFO and the EM:CS 's attention.
- Follow up on tasks and commitments of the CFO and the EM:CS to ensure that s/he attends to all decisions and resolutions agreed upon during meetings.
- Sort and route incoming and outgoing correspondence and mail of the CFO and the EM:CS.
- Record and manage incoming correspondence of the CFO and the EM:CS in order of priority on daily basis.
- Ensure that email and postal correspondence is checked, and replies are made on behalf of the CFO and the EM:CS.

- Provide a high quality and accurate typing service to the CFO and the EM:CS, compiling reports/documents, letters, memos and designing presentations when required.

Meeting/event Coordination

- Plan, arrange, organize, and coordinate appointments, meetings, events, functions and other engagements and prepare documentation for the CFO and the Executive Manager Corporate Services' meetings.
- Arrange and confirm meetings for/or attended by the CFO and the EM:CS.
- Ensuring all logistical arrangements regarding meetings are sorted.
- Manage boardroom bookings and equipment required during meetings.
- Recording, transcribing and distributing minutes of meetings.

Office Management

- Ensure effective implementation of the document management system for the CFO's and EM: CS's offices.
- Management of office stationery and office supplies;
- Supervision of office maintenance and repair work;
- Supervising the implementation of new office systems.
- Carry out research tasks and prepare documentation for the CFO and the EM:CS.
- Attend meetings with the CFO and the EM:CS (as and when requested), in order to take notes and minutes.
- Follow up on all documentation and correspondence emanating from such meetings, including minutes.
- Recording, transcribing and distributing minutes of meetings.
- Handle and direct general queries from staff.
- Monitoring, responding to and distributing incoming communications.
- Logging IT support calls as and when problems occur.
- Capture requisitions on Pastel
- Coordinate year end external audit Request for Information

Travel Arrangement

- Completed travel arrangements for the CFO and the EM:CS.
- Accurately collated the CFO and the EM:CS travel and other expenses before submitting documents to finance.
- Coordinate travel and accommodation requirements for the CFO and the EM:CS

Minimum job requirements:

National Diploma or Degree in Office Management/ Executive Secretarial.

Minimum: 2-3 years' experience as an Executive Secretary or Personal Assistant

Interested persons are invited to submit their detailed CV's to:

Senior Manager: Human Resources and Administration

Private Bag X123

CENTURION, 0046

PRETORIA

Or email: recruitment@demarcation.org.za

Applicants will be required to give consent in terms of POPI Act for MDB to conduct suitability or verification checks.

Closing Date: 30 November 2023. Late applications will not be considered.

- Applicants must send their CV with certified ID and certified qualifications.
- **Applicants will be disqualified for non-adherence.**

NB: Preference will be given to Persons with disabilities, Coloured Males and Indian Males.

The Board reserves the right not to make any appointment.