



INTERNAL/EXTERNAL ADVERT

PERSONAL ASSISTANT: CFO – (Ref No.PAC0318)

PATTERSON JOB GRADE B3 -

Applications are invited from suitably qualified individuals for the **Personal Assistant – Chief Financial Officer** Position that has become available in the Finance Division.

Minimum Requirement & Job Competences:

- Grade 12, Secretarial Qualification
- A minimum of 3years secretarial experience in a public service or public entity;
- Computer Literacy in MSOffice

Skills and competencies:

- Attention to detail,
- Good interpersonal skills
- Professional telephone etiquette,
- Above Average typing skills (more than 45 wpm)
- Good Minute-taking skills;
- Good oral and written communication skills;
- Shorthand writing skills;
- Honesty and vibrant personality.

Main Duties (this is a brief summary and does not include all responsibilities assigned to the position):

- Secretarial Services to the Executive;
- Liaise with the CEO's office; the HOD's and other external organisations to arrange meetings, on behalf of the CFO;
- Preparing internal/external communication on behalf of the CFO;
- Coordinate all logistical requirements for internal/external meetings and strategic workshops as and when required by the Heads of Division;
- Management and maintenance of filing system for the CFO;
- Ensure effective diary management and coordination for the CFO by efficiently scheduling appointments and following up on diary requests to ensure appropriate and constructive allocation of time;
- Proactively coordinating and following up on projects and actions delegated by the CFO;
- Coordinate international and national travel arrangements for the CFO from time to time;
- Deal with sensitive and confidential information efficiently.

Interested candidates are requested to send detailed CV's for the attention: Chief Executive Officer by email to: recruitment2@shark.co.za. Please Quote Reference Number in your correspondence. **Closing Date: 15h30 on Friday, 06th April 2018.**

No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 30 days after the closing date, please consider your application to have been unsuccessful.

Selection will be made in terms of the entity's employment equity targets. We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.

“APPLICATIONS FROM PREVIOUSLY DISADVANTAGED CANDIDATES ARE ENCOURAGED