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**INTERNAL/EXTERNAL ADVERT**

**PERSONAL ASSISTANT TO CFO – 3 YEAR CONTRACT**

**PATTERSON JOB GRADE B3: (Ref No. PAC2020)**

**All-inclusive package – R 208 592.00 pa**

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Applications are invited from suitably qualified and experienced candidates for the **PA: CFO position** that has become available in the Finance Division.

**Minimum Requirements & Job Competences:**

- Appropriate Qualification in Secretarial/Office Administration or related field;
- A minimum of 3 years' experience as a PA at an Executive level;
- Advanced computer literacy in Microsoft Office and Dictaphone typing;
- Excellent communication skills, both verbal and written;
- Attention to detail;
- Ability to work with a diversity of people at all levels;
- Proven ability to work under pressure and remain meticulous and courteous;
- A dynamic and well-groomed person;
- Ability to use initiative and remain flexible;
- A mature approach with ability to work unsupervised.

**Responsibilities for the position include:**

- Liaise with the CEO's office; the CFO and other external organisations to arrange meetings, prepare agendas and draft minutes;
- Manage the Compliance Calendar for Finance submission requirements;
- Follow up and liaise with the CFO's direct reports on operational matters;
- Preparing internal/external communication on behalf of the HOD's;
- Coordinate all logistical requirements for internal/external meetings and strategic workshops as and when required by the Heads of Divisions;
- Management and maintenance of filling system;
- 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;
- Deal with sensitive and confidential information efficiently.

Interested candidates are requested to send typed CV's for the attention: Head – Corporate Services by email to: [recruitpa@shark.co.za](mailto:recruitpa@shark.co.za). Please Quote Reference Number in your correspondence. **Closing Date: 26 June 2020**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 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 PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED”**