

The **Financial and Fiscal Commission (FFC)** is a permanent constitutional institution. It is mandated by the Constitution of the Republic of South Africa, 1996 to act as a consultative body, make recommendations and give advice to Parliament, provincial legislatures, organised local government and other organs of State on the equitable division of revenue among the three spheres of government and on any other financial and fiscal matters in terms of the Constitution and as provided for in national legislation.



The FFC requires the service of a permanent Executive Assistant reporting directly to the Chairperson.

## **EXECUTIVE PERSONAL ASSISTANT (PERMANENT)**

**DIVISION:** Office of the Chairperson

**CENTRE:** Midrand/ Cape Town Office

**SALARY RANGE:** R 521 029.76 - R 611 174.36 (Total CTC) • Level 10

**JOB PURPOSE:** To provide professional executive administration and personal assistant (PA) support services to the Chairperson. To assist the Chairperson in carrying out his duties effectively and efficiently and to foster a positive image for the FFC.

The incumbent must be willing to commute between the FFC Midrand and Cape Town Offices.

**MINIMUM REQUIREMENTS:** Academic Qualifications • Diploma in Secretarial Services or Administration or related qualification. A University degree will be an added advantage.

**Experience:** 5 years prior experience in office administration • Experience in the Public Sector or related environment • Thorough computer literacy • High level of attention to detail and accuracy in work • High level of confidentiality.

**Critical Performance Areas:** Provide an effective and efficient administrative / PA support to the Chairperson • Arrange meetings, organize conferences, colloquiums and round-tables for the Chairperson and attend to all logistics • Produce professional reports, correspondence and presentations for the Chairperson, as required • Implement and maintain an accurate and updated filing / document management system • Provide effective and efficient planning and coordinating of the Chairperson's travel arrangements as authorised through the requisition process • Attend to the taking of Minutes for the Chairperson • Maintain an efficient and open-line of communication between the Office of the Chairperson and Commissioners • Ensure that the Chairperson's budget activities are compliant with FFC policies and PFMA • Develop and implement a project management system for projects emanating from the Office of the Chairperson.

If you wish to apply please refer to the FFC website ([www.ffc.co.za](http://www.ffc.co.za)) for a detailed job specification and application form. Completed application forms together with your CV, certified copies of qualifications and identity document must be e-mailed to the Commission Secretary Ms Ansuyah Maharaj Dowra on [ansuyah@ffc.co.za](mailto:ansuyah@ffc.co.za).

It is the Applicant's responsibility to have foreign qualifications evaluated by the South African qualifications Authority (SAQA).

The FFC is an equal opportunity employer and is committed to the promotion of a representative workforce in terms of the relevant legislation.

**CLOSING DATE FOR APPLICATION: 27 NOVEMBER 2017**

**PLEASE CONSIDER YOUR APPLICATION AS UNSUCCESSFUL IN THE EVENT THAT YOU DO NOT HEAR FROM THE FFC WITHIN TWO (2) MONTHS FROM THE CLOSING DATE.**