



**FINANCIAL AND FISCAL COMMISSION
JOB SPECIFICATION
EXECUTIVE PERSONAL ASSISTANT**

Organization	FINANCIAL AND FISCAL COMMISSION
Physical Address	<p>1. Midrand Office Montrose Place 2nd Floor, Waterfall Park, Bekker Street, Vorna Valley Midrand, Gauteng</p> <p>2. Cape Town Office Constitution House 12th floor, 124 Adderly Street Cape Town 8000</p>
Employment Type	Permanent
Job Title	Executive Personal Assistant
Job Level	10 – Equate Job Evaluation System
Reports to	Chairperson
Division	Office of the Chairperson
Main purpose of the job	<p>Provide professional executive administration and personal assistant (PA) support services to the Chairperson. Assist the Chairperson in carrying out his duties effectively and efficiently and to foster a positive image for the FFC.</p>
	<ul style="list-style-type: none"> • 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

	<p>and presentations for the Chairperson, as required.</p> <ul style="list-style-type: none"> • 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.
Requirements for the post	<ul style="list-style-type: none"> • Diploma in Secretarial Services or Administration or related qualification • 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.
Salary Range(Total cost to Company)	R 521 029.76 - R 611 174.36 (Total CTC)-Level 10
Company Benefits	<ul style="list-style-type: none"> • Company contribution to Medical Aid. • Company contribution to Provident Fund • 22 working days annual leave per annum
Recruitment Process	Closing Date: 27 November 2017