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**PERSONAL ASSISTANT (PA) TO THE CHAIRPERSON OF THE FFC  
FIXED-TERM CONTRACT**

The Financial and Fiscal Commission (FFC) is currently undergoing an organisation wide renewal process. The FFC is seeking a high calibre Personal Assistant (PA) to the Chairperson who will share and support the new transformational goals in its quest for being a becoming a world-class organisation.

FFC is established to provide proactive, expert and independent advice on promoting a sustainable and equitable intergovernmental fiscal relations system, through evidence-based policy analysis to ensure the realisation of the Constitutional values. Its vision is to provide influential advice for an equitable, efficient and sustainable Intergovernmental Fiscal Relations system.

**PURPOSE**

To provide a professional Personnel Assistant (PA) support service to the Chairperson in ensuring the effective day-to-day administration.

**KEY RESPONSIBILITIES**

It is envisaged that the key outputs of the PA to the Chairperson will include but not limited to the following:

**Personal Assistant and Administrative:**

- Provide an effective and efficient PA and other administrative support to the Chairperson
- Provide out-of-office-support to Chairperson

**Diary Management:**

- Ensure that the Chairperson's diary is accurately updated and maintained.
- Diary management of all core compliance matters pertinent to the FFC namely Commission meetings, Audit and Risk Committee Meetings, Human Capital Management and Remuneration Committee meetings, Research Meetings, Conferences and other ad hoc programmes.
- Manage external stakeholder engagements as directed by the Chairperson.

**Organisation of Chairperson Meetings:**

- Ensure that all logistical arrangements for Chairperson Meetings are in place.
- Ensure that documentations are in properly prepared for the Chairperson's meetings.

**Travel Arrangements:**

- Ensure that all travel arrangements are correctly processed in line with the administrative / financial procedures of the FFC.

**EDUCATION**

- Matric

**EXPERIENCE**

- Experience in administration including project administration.

**CLOSING DATE**

19 July 2019. No late applications will be accepted. Kindly e-mail your applications to [recruitment-pa@ffc.co.za](mailto:recruitment-pa@ffc.co.za).

**Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copy of identity document. *Please take note that qualifications and citizenship checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the FFC within 3 (three) months of the closing date, please regard your application as unsuccessful.***

