



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Sport, Arts and Culture

**EXECUTIVE: PERSONAL ASSISTANT
REFERENCE NUMBER: EX PA/01/2021
PRETORIA**

NATIONAL HERITAGE COUNCIL (NHC) of South Africa through the NHC Act, 1999 (Act of 1999), is responsible for the preservation, protect and promotion of heritage for sustainable development.

The NHC has a vacancy for an Executive Personal Assistant to provide secretarial and administrative support to the Chief Executive Officer.

The position is based in Pretoria.

Key responsibilities:

- Manage Chief Executive Officer's electronic diary and schedule appointments
- Eloquently express the CEO's requirements/instructions to other staff members
- Assessing priority of appointments and reallocation as necessary
- Process CEO's correspondence, ensuring that incoming correspondence is dealt with by the CEO/or on behalf of the CEO
- Coordinate and manage the executive's diary effectively ensuring that his time is used effectively and he is briefed appropriately regarding the agenda for meetings. This includes sourcing background information from previous meetings;
- Maintain records of CEO's contacts.
- Screen calls, enquiries and requests, and deal with them when appropriate
- Ensure priority mail is attended to or respond on CEO behalf if he is unavailable giving details
- Produce documents, briefing papers, reports and presentations for the CEO.
- Ensure deadlines around budgeting, reporting, training etc. are efficiently planned and delivered
- Provide secretarial support at various meetings and record minutes
- Prepare PowerPoint presentations (where necessary) and monthly reports

- Organisational and administrative support including Office maintenance:
Co-ordinate events, meetings conferences, workshops and management strategic workshops
- Assist the CEO in researching and following up with action on matters which fall within the CEO's responsibility – chasing responses, triggering follow-up action
- Maintain a close working relationship with other units within the wider NHC business units
- Organise meetings and ensure that CEO is well prepared for those meetings, preparing agendas, pre-meeting briefings and meetings
- Understands importance versus urgency of issue, and who needs to be addressed or informed Knows what should be confidential and demonstrates a high level of discretion
- Manage inbox by removing spam/non important mail and forwarding relevant mail to department units
- Good communication (written and verbal) skills
- Computer literacy in MS Office Suite
- Proof of valid driver's licence

Qualifications, skills and experience:

- A National Diploma or equivalent SAQA level qualification
- A minimum of 5 - 8 years executive secretarial experience essential to a Senior Executive
- With relevant work experience as an Executive Personal Assistant to a CEO
- A Bachelor's degree will be advantageous;
- Must have the ability to prioritise;
- Knowledge of Microsoft Office – Word, Outlook, Excel and PowerPoint, Microsoft Project, Internet,
- Must be flexible, be able to adapt and change of responsiveness in an atmosphere of constantly shifting priorities;
- Must be able to work independently with a high level of autonomy;
- Must be professional, self-motivated, organised and proactive;
- Must have the ability to handle sensitive/confidential information discreetly;
- Must have stakeholder relations;

The following skills are essential:

- Communication and writing skills;

- Conflict handling skills;
- Problem solving skills;
- Self-management skills (positive attitude and behaviour, reliability, accountability and self-sufficiency);
- Advanced computer skills (MS Office, Internet, IT literacy);
- Good numerical skills and attention to detail;
- Must be a self-starter and be able to work well under pressure.

Closing date: 16 April 2022

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

Please email your cv at hr@nhc.org.za

The NHC is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.