



Brand South Africa aims to contribute to the objectives of the National Development Plan (NDP) by managing South Africa's Nation Brand reputation in order to improve the country's global

Job Details

Job Title: Personal Assistant to Chief Financial Officer
Department: Finance
Reporting to: Chief Financial Officer
Salary: R292 537.00 (TCTC) per annum

Job Purpose:

The PA role is responsible for handling general employee and process administration and to assist in all shared organisational services, i.e. travel arrangements, preparing purchase orders. To provide comprehensive, effective and efficient administrative support to the relevant to CFO. To provide support in specific work programs, projects and research as determined by the line manager, to be proactive in dealing with operational administration and process issues, and external organisations.

Minimum Requirements:

- National Diploma in Administration/Secretarial
- Bachelor's Degree will be an added advantage
- 3-5 Years of experience directly as support to a Director (Senior Manager) or providing organisational process administration.

Key Performance Areas:

1. Provide administrative support to business functional unit

To provide comprehensive, effective and efficient administrative support to the functional head.

2. Adherence to organisational policies and procedures

- Assisting with the implementation of all organisational policies, processes and procedures.

- Create mini inventory of all organisational or business unit tools, policies and procedures.
- 3. Assist in shared services (e.g. purchase order creation, travel arrangements)**
- Ensure that all the financial and organisational compliance issues (e.g. leave, incoming and outgoing staff, expenditure, travel) are completed according to the monthly/as required checklist.
- 4. Undertake administrative functions for work programs and projects as dictated by senior management)**
- To undertake specific administrative tasks on work programs, projects and research as determined by senior management
- 5. Maintain business/functional unit files and documents**
- Personnel file to be updated, all forms and processes, checklists to be completed according to the required formats
 - Assist with unit-related record keeping, compliance and operational functions, such as report generation (spreadsheets, organisational charts), data entries, system interface, administering annual events and processes
 - Provide basic information (on as administrative and advisory level) on organisational policies and procedures
 - Ensure that all the financial compliance issues (leave, payroll, incoming and outgoing staff) are completed according to the monthly/as required checklist.

Required Technical Skills, Competencies and Attributes

- MS Office (Word, Excel, Power-Point)
- Advanced working of database and document management systems
- Competence ability in knowledge management
- Excellent planning skills
- Competent in managing the workplace climate
- Working usage of CRM software
- Excellent communication skills
- Excellent business writing skills and correspondence
- Knowledge of Administrative and document management system
- Knowledge of Operational Systems



- Attention to detail/Accuracy
- Judgement /discernment
- Honesty and Integrity
- Professionalism
- Follow through
- Discretion
- Teamwork
- Organisational/ business awareness

Brand South Africa is committed to ensuring and maintaining workplace diversity and the attainment of employment equity, having due regard to qualifications and appropriate experience. Please include certified copies of ID, and qualifications not older than 6 months and contact details of at least 3 referees. Failure to provide the duly required certified documents, will result in your application being disqualified.

Brand South Africa encourages applications from people living with disabilities , as well as African Males, Indian Males, Coloured Males and Females and White Males and Females.

This position is subject to competency assessment. Brand South Africa retains the right not to employ.

The closing date for applications is: **31 January 2020**. Email your comprehensive CV for the attention of Ms Keabetsoe Selo to: recruitment@tafadzwa.co.za.

If you have not heard from us in three months, please consider your application unsuccessful.