



**sanedi**

South African National Energy  
Development Institute

ENERGY INNOVATION FOR LIFE

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## JOB REQUIREMENTS

**Position:** Executive Personal Assistance  
**Division:** Office of the CEO  
**Period:** Permanent  
**Location:** Sandton, Johannesburg

### Purpose

The purpose of this position is to facilitate the smooth functioning of the CEO and CFO offices and to provide logistics support through the managing of information, scheduling, handling of enquiries, preparation of correspondence and other written reporting tasks.

### Job Requirements:

#### Qualification and experience

- Post Matric qualification in Office Administration
- 5 years general Office Administration experience
- 3 years Office Manager experience will be an added advantage

#### Technical Skills

- Communication Skills
- Interpersonal relationship skills
- Report writing
- Basic Financial management skills
- Computer skills
- Resilience
- Problem Solving skills
- PFMA

### Duties/Outputs

#### Strategic Management

- Responsible for the implementation of the day-to-day Operational plans of the CEO and CFO offices.
- Ensure operational procedures, policies and standards are followed.

## **Operations Management**

- Perform daily activities in accordance with the unit operational plans
- Ensure relevant systems are updated
- Prepare general administration documents such as memo's, letters, submissions, PowerPoint presentations, as required
- Ensure filing of all documentation and proper record keeping (updated filing register)
- Assist with the scheduling of meetings
- Assist with taking Minutes of meeting of the EXCO, CFO, CEO etc.
- Escort and monitor external contractors doing building maintenance and ensure adequate security of SANEDI premises is maintained.
- Responsible for managing the regional office switchboard in a professional manner and display exceptional telephone etiquette and ensure accurate messaging.
- Plan and coordinate stationery and grocery requirements for the office of the CEO and CFO.
- Ensure Board/meeting rooms are set up, clean and refreshments are available.

## **Finance Management**

- Ensure effective cost containment while executing and rendering support services and remain within budget parameters.
- Collate information and update the budget spreadsheet to ensure expenditure is monitored reported on monthly.
- Raise purchase requisitions for the CEO and CFO and payment approvals for invoices.
- Arrange travel and logistics as required.

## **Governance, Risk Management and Management Reporting**

- Compliance with all SANEDI systems (performance management, HR, Finance, Stakeholder information, fund Management reporting is achieved
- Adhere to all relevant policies and procedures during daily operations

## **Stakeholder Management Stakeholder Management**

- Develop and maintain effective relationships with key stakeholders.

- Liaise with all employees continuously ensuring that all personal files are updated.

### **Quality Management**

- Ensure alignment of all work processes to the required quality standards.
- Proactively identify continuous improvement strategies.
- Monitor agreed quality initiatives ensuring that they are aligned to business processes and delivered as agreed.

### **People Management**

- KPA's are understood and achieved as agreed upon in the Performance agreement
- Review performance against agreed performance standards
- Live the values and culture of SANEDI
- Identify and implement development opportunities to ensure continuous improvement of work effectiveness and efficiency
- Departmental Information systems and tools are optimally utilized to execute core tasks.

### **Additional Information**

Please email a detailed CV to: [Executivepa02@sanedi.org.za](mailto:Executivepa02@sanedi.org.za)

**The closing date for this position is: 08<sup>th</sup> February 2024**

**Should you not hear from SANEDI within 30 days after the closing of this advert, please consider your application unsuccessful.**