	JOB ADVERT **PERSONAL ASSISTANT : CORPORATE SERVICES EXECUTIVE**

The Services Sector Education and Training Authority (Services SETA), a statutory body established in terms of the Skills Development Act, 1998 (Act 97 of 1998), invites applications for the positions hereunder:

SECTION A: JOB INFORMATION SUMMARY	
JOB TITLE	PERSONAL ASSISTANT
JOB LEVEL	OFFICER – C LOWER
REPORTS TO	EXECUTIVE MANAGER: CORPORATE SERVICES
REMUNERATION (CTC per annum)	R187 487 – R392 185 PER ANNUM
DIVISION	CORPORATE SERVICES
DEPARTMENT	OFFICE OF THE EXECUTIVE MANAGER
LOCATION	PARKTOWN, JOHANNESBURG
Key Job Purpose The **Personal Assistant** is responsible to assist and support the Executive Manager. This includes managing, supporting and assisting the Executive Manager with diary management, office management and co-ordination as well as the execution of various administrative functions such as gathering information, compiling reports, typing, filing, etc. Further to this, the incumbent must ensure co-ordination of various external service providers such as travel agencies and internal departments; such as procurement. The incumbent will also support the Executive Manager by ensuring that all information (reports, agenda's, minutes, etc.) is available when meetings are attended. The incumbent is also responsible to ensure that all visitors to the Executive Manager's office are received in a professional manner.	
QUALIFICATIONS	• A MATRIC AND 2 YEAR NATIONAL DIPLOMA OR IN ADMINISTRATION/ SECRETARIAL QUALIFICATION OR EQUIVALENT
EXPERIENCE	• AT LEAST 2 YEARS EXPERIENCE OF WHICH 1 YEAR MUST BE AS A PERSONAL ASSISTANT AT EXECUTIVE MANAGEMENT LEVEL

KNOWLEDGE AND SKILLS	• Project administration • Knowledge for general administration • Diary management • Computer literacy • Knowledge of business writing • Budget and Cost control • Records keeping and Management
RESPONSIBILITIES • Provision of secretarial services in the Division • Management of administrative processes in the office • Diary Management • Financial Co-ordination and Asset management • Achievement of the Office's operational plans • Support the optimisation of the Division	

- Appointment onto the position is conditional upon the signing of a performance agreement with the organization
- Candidates may be subjected to a Psychometric Assessment whose results will be taken into account in determining whether to appoint the candidate or not
- Applicants must note that they may be subjected to security, qualifications, criminal, credit and previous employment checks once shortlisted, and that their appointment would be subject to positive outcomes of these checks

- The **closing date** for all applications is **02 November 2015**. Applications received after the closing date will not be considered.

- Shortlisted candidates must avail themselves for interviews at a time, date and place determined by the Services SETA.

For enquiries please phone **Mr Khaya Blaai at 011 276 9600** between 08h00 and 16h00 weekdays.

The Services SETA reserves the right not to make an appointment. If you do not hear from the Services SETA within 14 days from the closing date, please consider your application unsuccessful.

All applications must be emailed to: PACS@Serviceseta.org.za.

NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.