

<b>Job Title</b> : Executive PA: Registrar’s Office <b>Job Grade</b> : C-4 <b>Business Unit</b> : Registrar	<b>Section</b> : Registrar’s Office <b>Span of Control</b> : Nil <b>Reporting authority</b> : Registrar	
<b>MINIMUM JOB REQUIREMENTS</b>		
<b>Qualifications</b>	<b>Experience</b>	<b>Certification/ Professional Registration</b>
<ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• Relevant three (3) year qualification in Secretarial or Office Administration studies.</li> <li>• Any other relevant qualification.</li> <li>• Qualification in Corporate Governance an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum eight (8) years’ experience as Personal Assistant to a Chief Executive; or</li> <li>• Minimum five (5) years’ experience as Personal Assistant to an Executive Director or supporting two (2) Executive Offers.</li> </ul>	<ul style="list-style-type: none"> <li>• Any relevant and recognised certification.</li> </ul>
<b>JOB PURPOSE</b>		
<p>The purpose of this job is to effectively manage the office of the Registrar thereby–</p> <ul style="list-style-type: none"> <li>– Serving as a frontline officer in the office of the Registrar.</li> <li>– Receiving and disseminating business information on behalf of the Registrar.</li> <li>– Guiding other Personal Assistants on issues of Protocol, uniform office administration standards and other matters.</li> <li>– serving as Office and Facilities management contact person for the SACPCMP.</li> <li>– Coordinating all the functional activities in the office of the Registrar.</li> <li>– Interfacing with all internal divisions/departments and external stakeholders (CBEPs, DPWID, Voluntary Associations and relevant SETAs and Government departments).</li> </ul>		

## KEY RESPONSIBILITIES

### 1. Manage the office of the Registrar **Weighting: 30%**

- Keep record of all incoming and outgoing correspondences / documents of the Registrar.
- Manage the Registrar's diary.
- Filing all the documents in the Registrar's office.
- Follow-up on responses, requests and reports from the Registrar.
- Schedule internal and external visits / interactions on behalf of the Registrar.
- Prepare briefing sessions for the Registrar on all the SACPCMP programmes, projects and other business.

### 2. Perform secretarial and administrative duties in the office of the Registrar **Weighting: 25%**

- Draft and distribute memorandums, presentations and other documents of the Registrar.
- Organise events and conferences on behalf of the Registrar.
- Handle confidential correspondences for the Registrar.
- Prepare briefs for the documentation that requires the Registrar's approval.
- Type, compile and prepare reports and presentations.

### 3. Perform basic Human Resource functions **Weighting: 5%**

- Schedule leave of absence on behalf of the Registrar.
- Manage the performance of the support staff in the office of the Registrar.
- Act as a central point for the Registrar's approval of payments, leave, travels and other matters that require the Registrar's attention.

**4. Plan and organise the Registrar's meetings** **Weighting: 20%**

- Receive the Registrar's visitors and ensure that they are cared for.
- Attend various meetings by the invitation of the Registrar and take minutes in those meetings.
- Ensure that the Registrar is well prepared for all the meetings and that the documentation for the meetings have been made available on time to allow the Registrar to prepare.
- Ensure timeous distribution of agendas and notices for all the meetings of the Registrar.
- Ensure that the meeting rooms are ready for the Registrar's meetings to take place and refreshments are available.
- Ensure the compilation of minutes of the Management Committee, Executive Committee, the Council and other strategic Committees that are key to the Registrar's office.
- Compile, circulate and follow through on action schedules emanating from the meetings.

**5. Arrange travel, accommodation and other logistics** **Weighting: 15%**

- Make travel and accommodation arrangements for the Registrar and Council members.
- Ensure that payments for travel and accommodation are made timeously.
- Ensure that the Registrar's travel and other claims are processed.
- Maintain records for the Registrar's travel and other claims.

**6. Provide personal assistance to the Registrar** **Weighting: 5%**

- Coordinate the Registrar's personal diary and ensure that all personal matters are planned for and diarised.
- Ensure that the Registrar attends to personal matters that cannot be attended to during working.

COMPETENCIES		
Knowledge	Skills	Leadership Qualities
<ul style="list-style-type: none"> <li>- Occupational Health &amp; Safety Act.</li> <li>- Compensation for Occupational Injuries and Diseases Act (COIDA).</li> <li>- Service Level Agreements (SLAs).</li> <li>- Investigations and audits.</li> <li>- Risk management.</li> <li>- Corporate Governance.</li> <li>- Records keeping and management.</li> <li>- Project management.</li> <li>- Conflict management.</li> <li>- Board and Committees administration.</li> <li>- Protocols and engagement with senior Government Officials, Politicians and Business Executives.</li> </ul>	<ul style="list-style-type: none"> <li>- Time management.</li> <li>- Presentation.</li> <li>- Interpersonal.</li> <li>- Administrative.</li> <li>- Minute taking.</li> <li>- Listening.</li> <li>- Report writing.</li> <li>- Decision making.</li> <li>- Problem solving.</li> <li>- Investigating.</li> <li>- Planning, organising, coordinating and controlling.</li> <li>- Typing and editing of documents</li> <li>- Networking.</li> <li>- Communication.</li> </ul>	<ul style="list-style-type: none"> <li>- Performance / solutions driven.</li> <li>- Assertive.</li> <li>- Integrity.</li> <li>- Gregarious.</li> <li>- Team player.</li> <li>- Customer service orientation.</li> <li>- Stakeholder management.</li> <li>- Organisational leadership.</li> <li>- Thought leadership.</li> <li>- Business and personal values alignment.</li> <li>- Personal leadership.</li> <li>- Critical thinking.</li> </ul>
ADDITIONAL REQUIREMENTS		
<ul style="list-style-type: none"> <li>● Prepared to work overtime.</li> <li>● Ability to engage at very senior management and Council levels.</li> <li>● Excellent communication skills (verbal and written).</li> <li>● Good command of English and other African languages.</li> <li>● Valid drivers' license and preparedness to travel.</li> <li>● Well groomed and presentable disposition.</li> </ul>		

## ORGANISATIONAL CULTURE

- **Bias for action** with an orientation toward aggressive, proactive responses to problems & opportunities.
- **Continuous improvement** with emphasis on improving processes, services and stakeholder relations.
- **Customer focus** in understanding, meeting & exceeding customer expectations.
- **Fun & friendly environment**, an orientation toward style that makes it possible for employees to be well acquainted in an upbeat & energetic environment.
- **Openness to frequent change** and willingness to adapt modifications in job and roles.
- **Planning for long-term success** with an orientation toward achieving future, long-term goals, meeting timelines through careful planning and well established strategic planning.
- **Quality focus** with emphasis on high-quality services.