



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Executive PA (5 Year Fixed Term)

Salary- Negotiable TCTC

The SACPCMP is looking for an Executive Assistant to perform a variety of administrative tasks and support the Council's Registrar/CEO.

The Executive Assistant's responsibilities include amongst others, managing calendars, making travel arrangements, and preparing expense reports, interacting at a high level with various stakeholders, Registered Persons, the Board/Council, CEOs/Registrars of sister Councils, the Council for the Built Environment, Business, the Department of Public Works, Parliament, etc. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance.

A good Executive Assistant needs to be resourceful, innovative, and proactive to support their executive leader. They must think independently to make decisions under pressure, and they need to have good communication skills to share information with their supervisor efficiently and effectively.

Ultimately, you will contribute to the efficiency of the Council's business by providing personalized and timely support to the Registrar/CEO.

Role Description:

The candidate will be responsible for the following:

- Act as the point of contact among executives, employees, clients and other external partners.
- Manage the office of the Registrar
- Manage the Registrar's diary.
- Provides holistic administrative support to the Registrar.
- Draft and distribute memoranda, presentations, and other documents of the Registrar.
- Organise events and conferences, and make sure refreshments are served.
- Handle confidential correspondences for the Registrar.
- Develop and manage document and information management system.
- Prepare briefs for the documentation that requires the Registrar's approval.

- Type, compile and prepare reports and presentations.
- Manage the performance of the support staff in the office of the Registrar.
- Ensure timeous distribution of agendas and notices for all the meetings of the Registrar.
- Submit agenda and meeting packs to Registrar for review and process for approval has been made on time.
- Ensure the compilation of minutes of the Executive Committee, Committees of Council, 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.
- Handle travel and accommodation arrangements and claims for the Registrar and Council members.
- Ensure that payments for travel and accommodation are made timeously.

Requirements:

- Grade 12
- Relevant three (3) year qualification in Secretarial or Office Administration studies (Preferably a Diploma).
- Postgraduate qualification or qualification in Corporate Governance an advantage.
- Minimum eight (8) years' experience as Personal Assistant to a Chief Executive; or
- Minimum five (5) years' experience as Personal Assistant to an Executive Director and supporting other Executives.
- Prepared to work overtime.
- Ability to engage at very senior management and Council levels.
- Excellent communication skills (verbal and written).
- Good command of English and other African languages.
- Valid drivers' license and preparedness to travel.
- Well-groomed and presentable disposition.
- Outstanding organizational and time management skills.
- Utmost discretion and confidentiality.

Closing date: 15 June 2022

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. The SACPCMP reserves the right to make appointments or not. Please clearly indicate the position you are applying for.

Please submit your CV and certified copies of your qualification to:

E-mail address: recruitment@sacpcmp.org.za