



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: Departmental Personal Assistant (5 Years Fixed Term)

Salary- Negotiable

Role Description

Responsible to provide a co-ordinated Executive: Operations office and personal administrative service to the executive and management team in Operations to specified requirements and sound office management practices.

The candidate will be required to do the following:

1. Provide administrative support to and act as point of contact among executives, employees, clients and other external partners for operations.
2. Act as an office manager by maintaining the office supply inventory and ensuring that payments are processed as per company procurement policy and procedure.
3. Ensure that all office equipment is in good working condition and report to service providers for repairs as and when required.
4. Manage information flow in a timely, accurate and confidential manner to relevant stakeholders.
5. Compile and/or format information for internal and external communication – formal letters, memos, e-mails, presentations, reports.
6. Format and/or edit submissions to the Executive: Operations from various operations departments
7. Receive all incoming calls and visitors by directing them according or attending to their needs or appointment requirements.
8. Compiles various documents by using a computer software applications to type reports, presentations according to sound secretarial practice and organisational administrative standards.
9. Attend to travel arrangements by affecting the necessary bookings, notifying the authorised travel agent according to client needs and organisational procedures and policies.
10. Manage and coordinate travel arrangements to ensure cost efficiency.
11. Arrange functions, venues and co-ordinating with caterers, according to managers needs and organisational policies.

12. Arrange and attend meetings to take, compile and distribute minutes according to the meeting requirements and departmental procedure.
13. Reconcile expenditure against budget and follow-up on variances to compile reports.
14. Develop and maintain a filing system to ensure the efficient storage and access of office information according to sound administrative practice.
15. Coordinate time and attendance / leave for Managers and as delegated.
16. Establish and maintain good working relationships and an effective / sound communication system with internal and external stakeholders.
17. SACPCMP Policy & Procedures Compliance: Takes cognisance of and adhere to policies, procedures and relevant legislation. Manage and report on non-compliance issues.

Requirements

- Grade 12
- Diploma in Office Administration/management, or Higher Certificate in Paralegal Studies
- And any other relevant short course in, Editing, Communication or Secretarial Studies will be an advantage
- At least four (4) years' experience in secretarial or personal assistance preferably in similar environment as SACPCMP

This position you will be reporting to the Executive: Operations

Closing date: 9 December 2022

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. 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 qualifications** to:

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

Address: **Erasmusrand, Pretoria**