



## **VACANCY**

### **PERSONAL ASSISTANT TO OPERATIONS EXECUTIVE**

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: Personal Assistant to Operations Executive (5 Year Fixed Term)

#### **Salary- Grade B4**

Role Description: Responsible **for providing** a coordinated executive office / personal administrative service to the executive and team to specified requirements and sound office management practices.

#### **The Personal Assistant shall:**

1. Provide administrative support to and act as point of contact among executives, managers employees, clients and other external partners.
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. Format information for internal and external communication – memos, e-mails, presentations, reports.
6. Receive all incoming calls and visitors by directing them according or attending to their needs or appointment requirements.
7. Compiles various documents by using a computer software application to type reports, presentations according to sound secretarial practice and organisational administrative standards.
8. Attend to travel arrangements by affecting the necessary bookings, notifying the authorised travel agent according to client needs and organisational procedures and policies.
9. Manage and coordinate travel arrangements to ensure cost efficiency.
10. Arrange functions, venues and coordinating with caterers, according to managers needs and organisational policies.
11. Arrange and attend meetings to take, compile and distribute minutes according to the meeting requirements and departmental procedure.

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

**Key skills required for a Personal Assistant:**

- Technology Proficiency
- Communication Skills
- Interpersonal Skills
- Stakeholder management skills
- Ability to work effectively at all levels
- Ability to work independently
- Ability to work under pressure
- High standard of professionalism and ethics

**Key Qualifications Required:**

- Grade 12
- Diploma in business/public administration or any other relevant qualification.

**Closing date:11 April 2025**

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 qualification to:

**E-mail address: [recruitment@sacpcmp.org.za](mailto:recruitment@sacpcmp.org.za)**

**Reference: PA/OPR/04/2025**