

Reference:
08/2019



PanSALB

PAN SOUTH AFRICAN LANGUAGE BOARD

Pan South African Language Board (PanSALB) is a statutory body established in terms of Act 59 of 1995 (as amended) for, inter alia, the creation of conditions for the development and for the promotion of equal use and enjoyment of all the official South African languages. PanSALB seeks to appoint results-driven, assertive and dedicated individuals to fill the following position at our Organisation

CHIEF OF STAFF: CEO's OFFICE

Salary Level 13: R1,005,063 (All-inclusive package, of which a portion can be structured according to the individual's needs)

Reference: 08/2019

Location: Head Office (Pretoria)

The purpose of the position: The Chief of Staff is responsible for rendering executive support to the CEO, management of the CEO's office and the facilitation of operations in the absence of the CEO. The main task of the position is the gathering and dissemination of relevant information to and from the CEO's office. The incumbent will also support the CEO with coordination and writing of reports and other PanSALB's Strategic documents.

Requirements: Applicants must be in possession of a Senior Certificate and a Bachelors Degree in Management / Business Administration or equivalent qualification. At least 4-5 years' experience within administrative and business management environment. Sound knowledge of the PFMA. Knowledge of Office management. A Valid drivers' licence and preparedness to travel.

Competencies needed: Strategic Management. Financial Management. Business Management. Strong people management skills. Stakeholder Management. Change Management. Honesty and Integrity. Excellent interpersonal and communication skills. Project Management. Tolerant and prepared to work long hours.

Key Performance Areas: The successful incumbent will be expected to perform amongst others but not limited to the following tasks and responsibilities: Manage all the operations and develop a data management infrastructure within the office. Develop, maintain and control a filing and documentation control system. Assist the CEO and other senior managers with special projects. Conduct Research and compile reports thereof. Ensure compilation of monthly, quarterly and annual reports. Arrange an annual schedule of all EXCO/MANCO meetings. Represent the CEO at functions, meetings and gatherings. Manage all financial resources in the Office. Ensure adherence to financial policies and processes of PanSALB. Coordinate, monitor and control the budget within the office. Monitor Service Level Agreements. Ensure delivery of services by service providers. Ensure that the asset register within the CEO's office is updated. Develop, monitor and control the CEO's annual business plan. Ensure implementation and monitoring of decisions taken during meetings. Communicate information on behalf of the CEO with relevant departments / organisations. Develop stakeholder management strategies, plans and systems. Ensure that staff leave is monitored, Ensure that customer complaints or queries are responded to immediately. Liaise with the Portfolio and select Committees on Arts and Culture.

PanSALB is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in PanSALB through the filling of posts. Candidates whose appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the PanSALB. Appointment of successful candidates will be strictly subject to the result/ outcome of Personnel Suitability Checks.. PanSALB reserves the right not to make appointments.

Enquiries: Bongani Mahlangu OR Dikeledi Nkhona Tel: (012) 341 9638.

Closing date for applications:

06 May 2019

"One nation many languages"

www.pansalb.org