

Reference:
01/2017



PanSALB

PAN SOUTH AFRICAN LANGUAGE BOARD

The 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 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.

ADMINISTRATIVE ASSISTANT

Remuneration Package: R211 194 Per annum (Additional benefits include housing and medical allowance, 13th Cheque and Provident Fund)

Reference: 01/2017

Location: Head Office (Pretoria)

The purpose of the position: The Administrative Assistant is responsible for secretarial and administrative services for the Office of the CEO in support of the Chief of Staff and Senior Manager: Institutional Performance and Governance. The duties involved include coordination of correspondences in the Office, typing, copying of documents, faxing and processing of reports that come to this office within PanSALB and other PanSALB's structures. The incumbent will be required to work within prescribed standards, processes and procedures and need to optimise the work outputs within these.

Requirements: Applicants must be in possession of a Senior Certificate and a 3 year National Diploma in Public Administration or equivalent NQF level 5 qualification. At least 2 years' experience in Office Administration functions. Sound knowledge of the PanSALB Act, Knowledge of Records Management system, Project Administration, Travel Management and Diary Management. Must be assertive, trustworthy, ethical and professional with integrity. Must be creative, motivated, self-driven and results-oriented. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. A valid drivers' licence and preparedness to travel, work outside normal hours and willingness to accept responsibility and perform any other ad-hoc functions as may be required.

Competencies needed: Attention to details. Multi-tasking. Good Interpersonal and Communication Skills. Computer Literate. Strong Administration and Organisational Skills. Customer Service. Diary Management. Report Writing Skills.

Key Performance Areas: The successful incumbent will be expected to perform but not limited to the following tasks and responsibilities: Provide administrative and secretarial support to the CEO's Division. Collate information and prepare reports, letters, memo's and presentations as required. Co-ordinate and prepare documentation for meetings/ workshops. Maintain a systematic filing system. Drafting of submissions, agendas and collate all minutes of meetings. Manage meeting logistics. Assist the Senior Managers with the collation of quarterly / annual performance reports and verifying performance evidence documents from business units. Participate in Divisional projects / Initiatives. Make travel and accommodation arrangements. Process travel claims for the Offices. Maintain a report of expenses in the Division. Keep track of all incoming work and ensure that all deadlines are met, Liaise with all stakeholders relevant to the office, Maintain ownership for own work, performance management and development.

Closing date for applications:

13 March 2017

“One nation many languages”