



Vacancy: P.A. to Executive Office

MIET AFRICA, a regional NGO working in education development, requires a Personal Assistant (P.A.) to provide support to the Chief Executive Officer (CEO) and Chief Operations Officer (COO). This is a 12-month contract position and the successful applicant will be based at MIET AFRICA's head office in **Durban**.

Responsibilities:

GENERAL

- Assist primarily the CEO & COO with organizational, financial and personal administration on a daily basis
- Be friendly and personable while managing communications and calendar scheduling to coordinate various complex meetings, including travel arrangements
- Lead short-term initiatives as requested by the CEO & COO
- Draft various communications as requested
- Respect the need for confidentiality and sensitivity of information
- Have a proven ability to exercise good judgment in recognizing the scope of authority
- Assist the CEO & COO with all other related assigned tasks
- Assist other Directors as delegated by the CEO & COO
- Be the point of contact for Board members
- Assist with all Board and Organizational matter

COMMUNICATIONS

- Communicate and handle incoming and outgoing electronic communications on behalf of the CEO & COO
- Chase responses to requests and emails to/from the CEO & COO
- Greet visitors graciously and in a professional manner, create a good personal image through a neat, clean, business-like professional appearance and a positive, cheerful attitude
- Answer phones in a pleasant, helpful and professional manner, direct all incoming calls to appropriate party promptly and efficiently, accurately recording messages and reliably passing messages to recipient in a timely manner

SCHEDULING

- Work with the CEO & COO to manage their calendars and schedules (board meetings, funder meetings, conferences, district office visits) including coordinating their travel itineraries.
- Ensures that key dates and events are highlighted to the CEO & COO ahead of time

MEETINGS

- Prepare materials, packs and presentations for all key meetings
- Organise the logistics of Board, EXCO, MANCOM, and the Audit committee meetings and other key internal meetings
- Coordinate and distribute notes at meetings as requested
- Take minutes and type up as requested
- Organise and arrange venues for all other meetings requested by the CEO & COO

RECORDS AND DOCUMENTATION

- Maintain records of decisions and ensure action items are clearly recorded for the CEO & COO
- Always keep accurate records and files as appropriate
- Update and maintain database of key contacts
- Update all electronic drives

OTHER

- Coordinate travel arrangements including scheduling and purchasing tickets for Executive Director, board members, and key guests as directed by the CEO & COO
- Manage CEO & COO's expense claims
- Manage board resignations and welcomes plus register the members with the Deeds office
- Manage the rotation of Board members
- Purchases and sends gifts for key relationships
- Meet key guests at the airport
- Assist with special projects and reports as required by the CEO & COO.

Requirements:

- Bachelor's degree required
- Valid Driver's Licence
- 3 years' work experience in administrative and personal assistant roles at the executive level
- Excellent attention to detail, accuracy and quality
- Excellent written and verbal English communication skills
- Ability to maintain calendars and schedule appointments
- Ability to compose and edit written materials
- Ability to work easily and effectively with a wide range of people
- Able to manage multiple projects and responsibilities at once; ability to meet deadlines
- Ability to be flexible and exercise sound judgment
- Ability to work flexible hours and on weekends as needed
- Possesses time/organization/stress management skills
- Strong commitment to MIET AFRICA's goals and missions
- A responsible attitude to all aspects of the work
- Kind attitude towards staff; hospitable towards guests
- Possesses cultural awareness and sensitivity
- Demonstrates solid work ethics
- Proficiency with MS Office Suite especially Word, Excel and PowerPoint

Interested applicants should:

Send an email, clearly stating "P.A. to The Executive Office" in the subject line, and attach:

- 1) A letter of application, clearly stating the position
- 2) Curriculum Vitae (CV)
- 3) Copy of ID or passport
- 4) Copy of work permit where relevant
- 5) Copy of driver's licence
- 6) Copy of qualifications
- 7) Copy of latest salary slip

To: HR on applications@miet.co.za

Note the following:

The salary will be discussed with the successful candidate.

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, to re-advertise to widen the pool of applicants, or to head hunt a suitable candidate.

MIET AFRICA also reserves the right to do a complete verification of all information supplied.

Closing date for applications is the 28th of June 2020.

Only shortlisted candidates will be contacted.

MIET AFRICA will not subsidise any relocation costs borne by the successful candidate.