



## **Vacancy PA to the Executive Office**

MIET AFRICA, a regional NGO working in education development, requires a Personal Assistant (PA) 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.

### **GENERAL**

- To primarily assist the CEO and COO with daily organizational, financial and personal administration
- Be friendly and personable while managing communications and calendar scheduling to coordinate various complex meetings, including travel arrangements
- Draft various communications as requested
- Respect the need for confidentiality and sensitivity of information
- Ability to exercise good judgement
- Assist the CEO and COO with all other related assigned tasks
- Assist other Directors as delegated by the CEO and COO
- Be the point of contact for Board members
- Assist with all Board and organisational matters

### **COMMUNICATIONS**

- Communicate and handle incoming and outgoing electronic communications on behalf of the CEO and COO
- Chase responses to requests and emails to/from the CEO and 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 the appropriate party promptly and efficiently, accurately recording messages and reliably passing messages to recipient in a timely manner

### **SCHEDULING**

- Work with the CEO and 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 and COO ahead of time

### **MEETINGS**

- Organise the logistics of Board, EXCO, MANCOM, and the Audit committee meetings and other key internal meetings
- Take minutes and type up as requested

## **RECORDS AND DOCUMENTATION**

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

### **Requirements:**

- Relevant qualification required
- Valid driver's licence
- 3 years' work experience in administrative and personal assistant roles at an 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 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 **"PA to Executive Office"** in the subject line, and attach:

Curriculum Vitae (CV)

Copy of ID

Copy of qualifications

Copy of driver's licence

Copy of latest payslip

To: HR on [applications@miet.co.za](mailto:applications@miet.co.za)

Incomplete applications will not be considered.

### ***Note the following:***

The salary will be discussed with the successful candidate.

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 21<sup>st</sup> of April 2021. Only shortlisted candidates will be contacted.***

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