

JOB PROFILE

1. Position Detail

Job Title	Administrative Assistant
Job Grade	
Date Reviewed	22 May 2024
Location	Auckland Park, Johannesburg

Position in the Organisation:

Department	Company Secretariat
1st Line Manager	Assistant Company Secretary
2nd Line Manager	Company Secretary
Direct Subordinate(s)	None

Overall Purpose of the Job

Purpose Statement
The Administrative Assistant is primarily responsible for providing a single point of contact to the MDDA for Company Secretary related services. The position will co-ordinate and control the administrative functionality for the Unit and the Board and its Sub Committees.

Education (Formal Qualification Required)

Minimum
NQF Level 4 (Grade 12)
Advantageous
NQF Level 5 Qualification in Administration / Secretarial or similar (e.g. Certificate in Office Administration)

Legal Requirements (e.g. Driver's License, etc.)

Detail
Code 8

Experience (Experience Required - Number of years)

Minimum
Minimum 2 (two) years in relevant administrative support experience including: • Experience in secretarial work • Experience with reception duties • Experience with meeting management, including minute taking • Experience in document / records administration
Advantageous
3 – 5 years' relevant experience

2. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Company Secretarial/ Board & Committees Administration	• Provide a single point of contact to the MDDA for Company Secretary related services. • Prepare packs for Board meetings. Ensure that Board and Sub-committee packs are assembled and distributed within defined time frames via courier or other relevant service providers • Provide administration support to the Company Secretary and Board members. • Arrange and manage travel and accommodation arrangements for Board members • Maintain hard copy and electronic filing system of all Board reports, minutes and resolutions. • Manage Company Secretary's diary. • Setup and co-ordinate meetings and conferences for the Company Secretarial Unit. Prepare monthly Board payment schedule for signature by the Assistant Company Secretary and Company Secretary and hand to HR/Finance within relevant time frames. • Handle procurement processes for the Unit including sourcing required resources and obtaining approvals. Liaise with Supply Chain Officer as appropriate. • Undertake full organisation of venues & catering for the Unit and ensure that arrangements are made well in advance. • Facilitate the procurement of corporate gifting for Board and Committee members as appropriate.	55%
Unit Administration support	• Create, transcribe and distribute meeting documentation. • Arrange meeting logistics • Render Secretarial support to Departmental meetings • Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing for all Unit functions. • Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up. • Facilitate records and document management for the unit. • Manage team leave and attendance register. • Coordinate Departmental Reporting E.g. Monthly and quarterly reports • Order printing, stationery & equipment requirements e.g. recorders as appropriate prior to the meeting. • Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up with relevant units including CEO's Office, i.e. document management • Coordinate Departmental Reporting E.g. Monthly and quarterly reports • Arrange and manage travel and accommodation arrangements for the Unit. • Follow up/ Receive invoices and facilitate for payment. • Load procurement requisitions on the system for the Unit	45%

3. Competencies (Knowledge, Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
Basic MS Office proficiency	Communication	Attention to detail
Company Secretarial administration	Interpersonal	Professional
Basic Office Administration and Management	Listening	Team player
Document management	Time management	Reliable
	Planning and Execution	Initiative
	High Quality of work	Flexibility
	Good Organisational skills	

4. Special Requirements

Detail
May be required to work after hours when providing administrative support

Approved By

Name	Designation	Signature and Date
Shoeshoe Qhu	Chief Executive Officer	