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South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

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SANEDI Job Advert

Position: Executive Personal Assistant

Programme: Office of the CEO

Location: Sandton

Period: Permanent

Purpose of the position

The purpose of this position is to facilitate the smooth functioning of the CEO and CFO's office and to provide logistics support through the managing of information, scheduling, handling of enquiries, preparation of correspondence and other written reporting tasks.

Qualifications and minimum requirements

- Post Matric qualification in Office Administration
- 5 years general Office Administration experience
- 3 years Office Manager experience will be an added advantage

Technical Skills and competencies:

- Communication Skills
- Interpersonal relationship skills
- Report writing
- Basic Financial management skills
- Computer skills

- Resilience
- Problem Solving skills
- PFMA

Duties/Outputs

Strategic Management

- Responsible for the implementation of the day to day Operational plans of the CEO and CFO's offices
- Ensure operational procedures, policies and standards are followed.

Operations Management

- Perform daily activities in accordance with the units operational plans
- Ensure relevant systems are updated
- Prepare general administration documents such as memo's, letters, submissions, PowerPoint presentations, as required
- Ensure filing of all documentation and proper record keeping (updated filing register)
- Assist with the scheduling of meetings
- Assist with taking Minutes of meeting of the EXCO, CEO and CFO etc
- Escort and monitor external contractors doing building maintenance and ensure adequate security of SANEDI premises is maintained
- Responsible for managing the regional office switchboard in a professional manner and display exceptional telephone etiquette and ensure accurate messaging

- Plan and coordinate stationery and grocery requirements for the office of the CEO and CFO.
- Ensure Board/meeting rooms are set up, clean and refreshments are available

Finance Management

- Ensure effective cost containment while executing and rendering support services and remain within budget parameters
- Collate information and update the budget spreadsheet to ensure expenditure is monitored reported on monthly
- Raise purchase requisitions for the CEO and CFO's payment approvals for invoices
- Arrange travel and logistics as required.

Governance, Risk Management and Management Reporting

- Compliance with all SANEDI systems (performance management, HR, Finance, Stakeholder information, fund Management reporting is achieved
- Adhere to all relevant policies and procedures during daily operations

Stakeholder Management Stakeholder Management

- Develop and maintain effective relationships with key stakeholders
- Liaise with all employees continuously ensuring that all personal files are updated

Quality Management

- Ensure alignment of all work processes to the required quality standards.
- Proactively identify continuous improvement strategies.
- Monitor agreed quality initiatives ensuring that they are aligned to business processes and delivered as agreed.

People Management

- KPA's are understood and achieved as agreed upon in the Performance agreement
- Review performance against agreed performance standards
- Live the values and culture of SANEDI
- Identify and implement development opportunities to ensure continuous improvement of work effectiveness and efficiency
- Departmental Information systems and tools are optimally utilized to execute core tasks.

The closing date for this position is: **30 June 2023 at 16:00pm**

Please email a detailed CV to: Executivepa@sanedi.org.za , late applications will not be accepted.