

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

PERMANENT VACANCY:
EXECUTIVE PERSONAL ASSISTANT
SALARY PACKAGE: R 260,619.84

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applicants to provide high-level support to the CEO, ensuring that their time is used efficiently, and that key tasks, communications, and projects are managed effectively

Qualification Knowledge, Skills and Attributes:

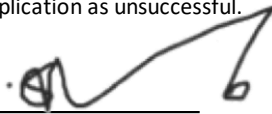
- Degree or Diploma in Secretarial Public Administration, or 2-3 Years qualification in related field. Generic Management certificate will be an added advantage.
- Min 3 years' experience as a Personal Assistant to Senior Management or the CEO Office
- Knowledge of applicable legislative and regulatory framework e.g., Public Finance and Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and guidelines, etc.
- Computer literacy, Excellent Communication Skills and Report writing skills
- Valid Driver's license
- Advance skills in MS Office especially Excel
- Knowledge of and experience in the use of SCM processing on an ERP system
- Ability to work effectively under pressure, strong administrative, analytical and negotiation skills and Innovative thinking.
- Good interpersonal and relationship building skills; results and deadline driven; good collaboration skills; good written and verbal communication and presentation skills.
- Knowledge of reporting formats, good report writing skills; excellent attention to detail; ability to multitask and an ability to prioritise.

Key Responsibilities:

- Communicating with relevant stakeholders including the office of the municipal manager and establishing critical priorities for scheduling purposes;
- To manage and prioritize the CEO's calendars, scheduling and coordinating appointments, meetings, and events to ensure optimal use of their time
- Communicating with support personnel on specific requirements and priorities with respect to the departmental diary and attending to anticipated shortcomings with respect to all matters of the department;
- Coordinating travel and making accommodation arrangements for the CEO and staff members
- Attending to specific business arrangements and briefing the CEO and staff members on itinerary and specific requirements prior to departure;
- Attending meetings and recording minutes as and when requested by the CEO;
- Draft and edit correspondence, reports, presentation and other document required.
- Preparing notifications, agendas and minutes for specific meetings, and attending to the distribution prior to schedule meetings (Management Committees) and forwarding items requiring the attention of management.
- To maintain and organise important documents, files, and records, and to assist in research, data analysis and reporting as required.
- To comply with applicable process, procedures, statutory laws and Regulations.

Enterprise iLembe subscribes to the principals of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998. Please forward your applications together with a detailed CV and certified copies of your qualifications, drivers licence and Identity Document for the attention of H.R ; email recruitment@enterpriseilembe.co.za

The closing date for submissions is **17 January 2025, 16h00** If you do not hear from us within (2) weeks of closing date, please consider your application as unsuccessful.



Chief Executive Officer
Mr A.S Mazibuko