



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

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CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

PERSONAL ASSISTANT: CORPORATE SERVICES

REF: 20150316

SALARY: FROM R312, 088.74 – R367, 623.06 PER ANNUM (COST TO COMPANY)

PRETORIA

PURPOSE:

To provide administrative, supply chain management and secretarial support to the Managing Director and the Corporate Services unit.

KEY OUTPUTS:

This position will report to the Managing Director and the successful candidate will be responsible for the activities associated with the job description of a Personal Assistant within the CBDA, which include, but are not limited to:

Administrative Support: Organise administrative matters for the Corporate Services and MD inclusive of correspondence, coordination, communications and problem resolution• Compile and collate presentations, reports as well as compiling accurate correspondence to stakeholders• Ensure confidentiality in all areas of work• Develop and maintain an effective office system.

Supply Chain Management Support: Develop, manage and maintain a database of suppliers and service providers• Analyse and advise on quotations for the procurement of non-store items• Ensure timeous payment of service providers.

Secretariat Support: Coordinate logistical arrangements for the MD, Board and Committee meetings• Coordinate Strategic Plan, Quarterly and Annual reports• Assist the MD and Finance Manager with all documents related to budget• Minute taking at staff and management committee meetings and any other committees as advised• Proof read and edit documents.

The CBDA is an equal opportunity employer and encourage applications from women and the disabled in particular. Our building is accessible to disabled persons.

NOTE: Please forward your detailed CV, quoting the above reference number for the attention of Ms. Ayanda Radebe, Co-operative Banks Development Agency, National Treasury, Private Bag X115, Pretoria, 0001, or hand delivery to 240 Madiba Street, Pretoria, 0002. Alternatively e-mail your CV to ayanda.radebe@treasury.gov.za For enquiries phone (012) 315-5924.

Correspondence will be limited to shortlisted candidates only. Qualification and SA citizenship checks will be conducted on all shortlisted candidates as well as security screening checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

REQUIREMENTS:

- Relevant 3 year tertiary degree/national diploma from accredited educational institution;
- A minimum of 4 years relevant personal assistant and/or administrative support experience;
- Good knowledge of government processes (SCM, PFMA and other applicable regulations);
- MS Office at an advanced level;
- Very good interpersonal, communication, negotiation skills and strong report writing skills,

Closing date: Tuesday, 31st of March 2015 by close of business.

No late applications will be considered.