

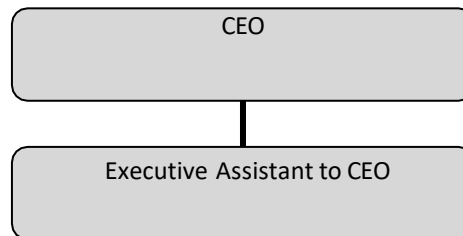
ROLE DESCRIPTION

JOB TITLE	Executive Assistant to CEO	VERSION DATE	February 2024
NAME OF INCUMBENT		NUMBER OF POSITIONS	1
LOCATION		DEPARTMENT	
JOB FAMILY		REPORTS TO (Position)	Chief Executive Officer
GRADE			

PRIMARY PURPOSE

Reporting to the Chief Executive Officer, the incumbent will provide a high-level executive and administrative support by ensuring the effective and efficient management and co-ordination of the workflow within and from the office.

ORGANOGRAM



KEY PERFORMANCE AREAS AND RESPONSIBILITIES

Key Performance Area	Performance Outputs
Workflow management	<ul style="list-style-type: none"> ▪ Facilitate the effective liaison between the CEO and the Executive Management Team; ▪ Pro-actively schedule and facilitate all required meetings for CEO; ▪ Facilitation of all Ad-hoc meetings; <p>Compile Documentation - Ensure that all the communications are documented and updated to reflect current status.</p>
CEO Office Administration	<ul style="list-style-type: none"> ▪ Administer travelling - Make travel arrangements (national and international) for the Chief Executive Officer; ▪ Managing schedule - maintain appointment schedules and calendars for the Chief Executive Officer; ▪ Coordination - coordinate meetings and conferences at the request of the Chief Executive Officer. Organize own work, <ul style="list-style-type: none"> ✓ Coordinate projects, set priorities, meet deadlines and follow up on assignments with minimum direction; ▪ Manage office communication - Screen telephone calls; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities; and provide assistance by using independent judgment to determine matters requiring priority attention. <ul style="list-style-type: none"> ✓ Type drafts and a wide variety of finished documents from notes, brief instruction, or printed materials; initiate correspondence independently for signature by appropriate executive staff; ✓ Independently respond to letters and general correspondence of a routine nature; ✓ Provide follow up to assignments given to management staff by the Chief Executive Officer; provide status reports to the Chief Executive Officer.

	<ul style="list-style-type: none"> ✓ Communicate effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information. ▪ Meeting administration - Attend and minute meetings and accurately assemble and/or coordinate the preparation of various reports, memoranda, correspondence, and various documentation and presentation material, of a technical or confidential nature, transcribe and type minutes as directed by the Chief Executive Officer. ✓ Assist in the strategic planning of Executive Management and further assist in the monitoring of the implementation of the goals and objectives through EXCO meetings; ▪ Information management - Review, research, and summarize a variety of fiscal, statistical, and administrative information ▪ Quality assurance - Review materials for completeness, accuracy, format, and compliance with policies and procedures. ▪ Office Administration - Design, establish, organize and maintain various administrative, reference, and follow-up file system(s). <ul style="list-style-type: none"> ✓ Ensure all business transactions of the Chief Executive Officer is verified, signed off, reconciled and forwarded through to relevant departments timeously. ✓ Provide secretarial support to the EXCO; ✓ Access websites for updated information; ✓ Ensure all information received is forwarded to the CEO timorously; ✓ Ensure circulation to the relevant persons and/or various departments as per CEO's needs ▪ Budget administration - Participate and assist in the preparation of the budget; attend budget meetings; monitor expenditures and recommend budgetary adjustments. ▪ Continuous improvement - recommend improvements in workflow, procedures, and use of equipment and forms. ▪ Relationship Management – frequent engagement with all relevant role players (<i>listed under important contacts</i>) to obtain a common goal and enhance relationships.
<p>Project Management & Ad-hoc Functions</p>	<ul style="list-style-type: none"> ▪ Prioritisation - Organize own work, Coordinate CEO's projects, set priorities, meeting deadlines and following up on assignments with minimum direction. ▪ Project administration & support - Assist with planning, scheduling and corrective action on deadlines on projects as directed by the Chief Executive Officer. ▪ Project monitoring - Monitor projects that are being undertaken by the CEO's office and compile progress reports ▪ Event Management - Manage Corporate Events in Conjunction with Stakeholder Relations and Communications ▪ Query Management - Attend to multifaceted, functional or technical queries received by the Office of the CEO (i.e. take all the relevant information into consideration and ensure finality on matters)

Risk and Compliance Management	<p>Compliance – Ensure compliance to approved policies and procedures;</p> <ul style="list-style-type: none"> ✓ Monitor and enforce program compliance with laws, rules, and regulations related to provision of assigned department services. ✓ Ensure the Office of the CEO is aware of all laws and regulations relevant to the Trust; ✓ Ensure relevant updated corporate governance information circulated to the CEO timeously ✓ Stay up-to-date with relevant laws, regulations, and industry standards pertaining to the Trust's operations. <p>Risk Management- In conjunction with the CEO and Trust Executives;</p> <ul style="list-style-type: none"> ✓ Manages the establishment and maintenance of appropriate risk management register and services for the Trust; ✓ Identify potential risks and vulnerabilities within the Trust's operations, processes, and systems. ✓ Monitor and assess the effectiveness of risk management measures.
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MINIMUM REQUIREMENTS (What is required to perform the Essential Duties)	
Minimum	Ideal
<ul style="list-style-type: none"> • National Diploma Management Assistant N4-N6 • 5 Years' secretarial or office administration Experience, 2 of which being executive or board support experience 	<ul style="list-style-type: none"> • BA Degree in Public and/or Business administration

Knowledge, Skills and Abilities Required (Competencies & level of competencies)	
Administrative and Technical Competencies:	Generic Competencies:
<ul style="list-style-type: none"> • Computer Literacy • Microsoft Suite (Outlook, Teams, SharePoint, Decisions, etc.) • Advanced Communication • Interpersonal • Risk management • Compliance management • Presentation Skills • Conflict Handling/Dispute resolution • Written communication skills • Planning, Organisation, Coordination • Business correspondence • Minutes • Honesty • Integrity • Travel arrangements (Local and International) • Project Management • Events Coordination 	<ul style="list-style-type: none"> • Tact • Innovation • Time Management • Attention to detail. • Ability to work under pressure • Resilient • Pro-activeness • Flexibility • Independent self-starter • Confidentiality

WORKING CONDITIONS office bound/on-site/travel			
Office Environment			
I have reviewed and determined that this role description accurately reflects the position			
Manager signature	Date	Employee signature	Date
Human Resources signature	Date		

The job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.