



EMPLOYMENT OPPORTUNITIES

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

| | |
|-------------------------------|-----------------------------------|
| Reference Number: | BSPACEOTEMP082023 |
| Job Title: | Personal Assistant to the CEO |
| Job Band: | C |
| Reporting Line: | Chief Executive Officer |
| Full-time/Part-time/Contract: | 8 month contract |
| Location: | Gauteng - Centurion (Head Office) |

Remuneration: R 48,280.46 – R 61,155.25 per month CTC.

The purpose of the role:

To provide support to The BANKSETA by coordinating and providing high-quality administrative support to the executive team, in specific the CEO. Supporting the office of the CEO to function as the hub of The BANKSETA.

Main Responsibilities:

- 1. Typing and correspondence (CEO), including reports, presentations, letters, memos, photocopying and faxing.**
 - Typing correspondences and memorandums
 - Sending out emails on CEO's behalf
 - Faxing, photocopying and scanning documents
 - Compliance- Delegation of Authority reporting and filing
- 2. Communication and diary management (CEO, management team, board), including ensuring cooperation for attendance of meetings, screening phone calls, etc.**
 - Sending out communication to all staff
 - Managing the CEO's diary without any conflicts
 - Sending out meeting requests, updates and cancellation of meetings
 - Tracking attendance of meeting for catering purposes
 - Screening telephone calls for the CEO

- Full responsibility for all aspects of management & staff meeting (including conferences, off-site strategy sessions, etc).

3. Personal Assistance

- Managing the CEO's office
- Working with confidential and sensitive information
- Potentially taking care of some personal matters (banking, tax, vehicles, medical, travel, insurance, investments, etc.) to ensure Executive is freed up to focus on business objectives
- E-mail management, handling matters on behalf of Executive, where possible and appropriate
- Filing of both hard and soft documents in the respective folders as well as archiving of old information
- Managing CEO's travel expense claim form and obtain authorization from the Council member (Monthly)

4. Executive office management, including filing, petty cash, petrol claims, CEO mailbox management, invitation RSVPs, personnel file management

- Obtaining petty cash cheque from finance and collecting of petty cash from the BANK
- Ensuring that Petty Cash is received by the 05th of every month
- Obtaining signed petty cash forms by Line Managers prior to handing out of cash
- Submission of petty cash register as well as supporting documentation to Corporate Services for verification by the last day of each month.

5. Travel management for BANKSETA, (including flight bookings, forex and visas, accommodation, car rental, travel allowances, etc.)

- Central point of communication between the BANKSETA and the service provider (Travel and Accommodations)
- Sending order forms to travel agency
- Maintaining relationships with travel suppliers
- Making sure that itineraries are issued timeously and distributed to all concerned
- Arranging travel, accommodation, forex and applying for visa for CEO/whenever required
- Managing all aspects of local & international travel
- Processing travel request for BANKSETA staff (car hire, etc. – depending on the booking arrangements)
- Ensuring that all travel claims are recommended by Line Managers and signed off by CEO

6. Staff, Management, Plan Do Review (PDR) meeting administration, including minute taking, catering, agendas and bookings, as well as management off sites, management and board strategy conference, etc.

- Arranging monthly staff meetings (One every month)
- Arranging management meetings (bi-weekly/twice in a month)
- Arranging a PDR meeting off site (once in a year)
- Taking minutes for both Staff , Management and PDR meetings
- Distribution of minutes within 5(five) days from the date of meeting
- Catering for meetings when ever required
- Site inspection and choosing venues for BANKSETA conferences
- Preparation of meeting packs where required
- Ensuring that the projector cord is booked as and when required

Competencies

- Planning and Organizing
- Professional disposition
- Good Administrative skills
- Telephone Etiquette
- Interpersonal skills

Knowledge and Skills Required

- Events Management and Coordination
- Diary Management
- Minute Taking
- Accurate typing
- Preparing presentations
- Collating reports
- Meeting arrangements
- Above average English language capability

Minimum Requirements

- Bachelor's degree or National Diploma in relevant field
- Minimum of 5 years working experience as an Executive Assistant or similar
- 5 years in a marketing and communications context
- SETA experience an added advantage

Closing date for applications: **01 September 2023**

Please direct all applications to ceopa@bankseta.org.za

Please use the reference number of this advert (BSPACEOTEMP082023) when applying.

Note: Preference will be given to candidates who meet BANKSETAs Employment Equity Plan. White, Indian and Coloured males/females are encouraged to apply.