



SOUTH AFRICAN COUNCIL FOR PLANNERS SACPLAN

SACPLAN is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Council through the filling of positions.

POST EA/01 : EXECUTIVE ASSISTANT

SALARY:

A Salary package of R222 000.00 per annum

PURPOSE:

To provide advanced administrative and secretarial support to the Council's CEO.

KEY REQUIREMENTS:

- Grade 12 plus a post matric formal qualification in either executive secretarial and / or office management;
- At least two (2) years executive assistant experience;
- Advanced computer literacy in Microsoft Office suite;
- Sound written and verbal communication skills;
- Ability to work under pressure and meet deadlines;
- Time management skills;
- Attention to detail and an ability to interpret business directives;
- Operate as team player but equally work independently;
- Professional and confidential conduct;
- Pro-active self-starter.

KEY RESPONSIBILITIES:

- Represent the office of the CEO with professionalism – interacting with Council members, customers, industry leaders, direct reports, employees, political leaders, community leaders, etc.
- Screen telephonic calls
- Deal with CEO correspondence
- Manage all travel arrangements
- Minute keeping and compilation of Council Packs
- Manage the CEO's calendar and proactively organise his time as required using expert judgment and discretion
- Plan special events and manage special projects
- Perform general office duties
- Attend to any research as assigned from time to time
- Compilation of presentations
- Drive projects as assigned from time to time

- Respond to enquiries and provide information where required
- Update of Website and other electronic platforms

APPLICATIONS:

Applications, stating the name of post, must be submitted to: The Chief Executive Officer, South African Council for Planners (SACPLAN), PO Box 1084, Halfway House, 1685.

Email lsolomon@sacplan.co.za.

Physical Address: International Business Gateway Office Park, Cnr. New Road & 6th Road, Midridge Office Park – Block G, 1st Floor, Midrand.

CLOSING DATE

25 June 2018

NOTE

Applications must have a covering letter, and should be accompanied by a comprehensive CV and *originally certified (certification not older than three months)* copies of qualifications including ID. Your CV should cite three contactable referees from previous employers. Correspondence will be limited to successful candidates only. If you have not been contacted within two months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be subjected to a security clearance as well as a competency assessment.

No applications from recruitment companies will be accepted.
Applications not meeting the minimum requirements will not be considered.

SACPLAN reserves the right not to make an appointment.

Please note – No faxed applications will be accepted.