

ADVERT FOR EXECUTIVE ASSISTANT TO THE REGISTRAR



THE SOUTH AFRICAN COUNCIL FOR PLANNERS (SACPLAN)

POSITION: EXECUTIVE ASSISTANT TO THE REGISTRAR

Purpose:

The Executive Assistant provides efficient and professional administrative and executive support to the Registrar (Head of the administrative component of Council). The role entails, but is not limited to, responsibilities of managing the Registrar's Office, diary, correspondence, coordinating meetings and logistics, preparing meeting documentation, maintaining records and providing general administrative support to ensure the effective functioning of the Office of the Registrar. The Executive Assistant will interact with Council Members, employees, stakeholders and members of the public and is required to maintain a high level of professionalism, confidentiality and discretion at all times.

Reporting to: Registrar

Minimum Qualification Requirements:

- Grade 12 / Matric
- Diploma or equivalent qualification in **Secretarial Studies, Office Administration, Business Administration, Executive Assistance** or a related field.
- A relevant higher qualification will be an advantage.

Experience:

- Minimum **5 years' relevant experience in secretarial, executive assistance or office administration.**
- **6 - 8 years' relevant experience** will be advantageous.
- Experience providing administrative support to senior management, executives or a statutory/public sector organisation will be an advantage.
- Experience in meeting coordination, minute-taking, diary management and records administration.

Knowledge and Skills:

The successful candidate should have:

- Excellent organisational and administrative skills
- Strong written and verbal communication skills
- Excellent diary, meeting and time-management skills
- Strong minute-taking and document preparation skills
- Proficiency in Microsoft Office, including Word, Excel, Outlook and PowerPoint.
- Good records and document management skills
- Ability to coordinate meetings, travel arrangements and events
- Ability to manage multiple priorities and work under pressure
- Strong attention to detail and accuracy
- Good interpersonal and stakeholder engagement skills
- Ability to exercise discretion and maintain confidentiality

- Professional telephone and correspondence management skills
- Good problem-solving and follow-up skills
- Ability to work independently and take initiative
- Good understanding of office administration and organisational procedures

Key Competencies

- Executive and administrative support
- Planning and organising
- Communication
- Customer and stakeholder service
- Attention to detail
- Confidentiality and discretion
- Time management
- Meeting and diary management
- Record keeping
- Problem solving
- Professionalism and integrity

Employment and Screening Requirements

By submitting an application for the position of Executive Assistant to the Registrar at SACPLAN, you consent to the processing of your personal information for recruitment and selection purposes. The recruitment and selection process may include screening and verification of qualifications, employment history, references, identity and other relevant information, as well as competency assessments where applicable. The successful candidate will be required to enter into an employment contract and performance agreement and to disclose any relevant personal interests in accordance with SACPLAN's applicable policies and governance requirements.

Remuneration

Total Cost to Council of R340 746.84 per annum

For more information on this position please visit our website at www.sacplan.org.za under “Notices” or “What’s New”

APPLICATIONS

Applications must contain a covering letter, comprehensive CV, certified copies of qualifications, ID and driver's license and be addressed to **The South African Council for Planners, for the attention of Nontsundu Ndonga, Registrar, and submitted via email to: adehaloo@sacplan.co.za**

Enquires may be directed to:

Ms Ayanda Jack

Email: ajack@sacplan.co.za

Tel: 0113180460

CLOSING DATE: 28 October 2026

NOTE: No late applications will be accepted. CV's must cite three contactable referees. Correspondence will be limited to successful candidates only. If you have not been contacted within 30 days of the closing date of this advertisement, please accept that your application was unsuccessful. No applications from recruitment agencies will be accepted. SACPLAN reserves the right not to make an appointment.



**NONTSUNDU NDONGA Pr Pln A/080/2008
REGISTRAR**

Date: 09 October 2026

JOB DESCRIPTION

Job Details

Job Title: Executive Assistant
Division: Office of the Registrar
Reports to: Registrar

Primary purpose of the job:

To provide high-level administrative, coordination and secretariat support to the Office of the Registrar, contributing to the effective functioning of the Registrar's Office and the execution of the Registrar's responsibilities as the Council's business and administrative leader.

Key performance areas:

KPA 1: Administrative support to the Registrar

KPA 2: Office administration

KPA 3: General clerical duties

ACCOUNTABILITIES		
Note: The following list of Key Performance Areas and job activities are not exhaustive. SACPLAN may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements. Key: KPA: What their area of responsibility includes Job Activities: How will the employee go about implementing the KPA KPI: How will we know the key performance area has been performed successfully?		
Key Performance Areas (KPA's)	Job Activities	Key performance Indicators (KPI's)
1. Administrative support to the Registrar	- Provide comprehensive day-to-day administrative and executive support to the Registrar, including the effective management and coordination of the Registrar's diary and appointments. - Coordinate and prepare meeting arrangements, agendas, documentation and supporting information for the Registrar's scheduled meetings. - Manage and coordinate the Registrar's correspondence and email communication, ensuring that matters are appropriately prioritised, actioned and followed up. - Professionally screen and manage incoming telephone calls and enquiries and facilitate communication with internal and external stakeholders. - Receive, record, track and distribute incoming and outgoing correspondence and documentation, including documents requiring the Registrar's review and signature.	- Accurate and effective diary management. - Timely preparation of meeting documentation. - Efficient management of correspondence and calls. - Accurate tracking of documents and approvals. - Timely processing of claims and submissions. - Effective coordination of travel arrangements. - Successful coordination of meetings and events. - Quality and timely preparation of presentations and reports. - Timely completion of research requests. - Effective management of office supplies.

	• Prepare and process the Registrar's claims and related supporting documentation for submission to Finance. • Coordinate the Registrar's travel arrangements, including flights, accommodation and ground transportation, in accordance with approved business plans and applicable policies. • Coordinate logistical arrangements for Council meetings, conferences, workshops, events and other activities involving the Registrar, Office and Council Members. • Maintain adequate stationery and office supplies for the Registrar and coordinate procurement as required. • Prepare and compile presentations, briefing materials, reports and other documents required by the Registrar. • Conduct research and compile information as assigned by the Registrar to support decision-making and the effective functioning of the Office. • Maintain organised and accessible records relating to the Registrar's office and ensure the confidentiality and appropriate handling of sensitive information. • Liaise with relevant internal and external stakeholders on behalf of the Registrar and provide appropriate follow-up on outstanding matters. • Provide general administrative support to the Registrar and undertake additional duties and assignments as required to support the effective functioning of the Office.	• Accurate maintenance of records. • Responsive and confidential administrative support.
2. Office Administration	• Provide administrative support to the Office of the Registrar and maintain relevant records and statistics. • Manage incoming and outgoing telephone calls, correspondence and general enquiries. • Receive and assist visitors, Council Members, stakeholders and other guests in a professional manner. • Maintain an effective records management and filing system for the Office of the Registrar. • Coordinate logistical arrangements, including travel, accommodation, catering and venues. • Schedule and confirm meetings, issue reminders and coordinate meeting requirements. • Prepare and circulate agendas, meeting packs and supporting documentation within required timeframes. • Coordinate Council, EXCO and other meetings and ensure their effective administration. • Record and prepare minutes of meetings and workshops within prescribed timeframes. • Maintain action lists and monitor follow-up on outstanding matters arising from meetings. • Liaise with internal departments and stakeholders on matters relating to the Office of the Registrar. • Undertake other administrative duties as assigned by the Registrar.	• Effective administration of the Registrar's Office. • Timely coordination of meetings and logistical arrangements. • Accurate and timely preparation of agendas, meeting packs and minutes. • Effective tracking and follow-up of action items. • Accurate and accessible maintenance of office records. • Professional and responsive stakeholder service.

3. General Clerical duties	• Maintain an organised filing and document retrieval system for the Office of the Registrar. • Prepare, type and format letters, reports and other documents as required. • Process, distribute and track correspondence and documentation. • Photocopy, collate, scan and distribute documents as required. • Monitor and maintain adequate stationery and office supplies. • Process requisitions, payment documentation and Council Member claim forms for submission to Finance. • Provide general clerical support to the Registrar and Office as required.	• Accurate and timely processing of correspondence and documents. • Effective maintenance and retrieval of records. • Timely processing of requisitions and claims. • Adequate availability of stationery and office supplies. • Accurate and efficient provision of clerical support.
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