



The Commission for Gender Equality (CGE) is an Independent statutory body created in terms of the Constitution of the Republic of South Africa, 1996 (as amended). The CGE is committed to promoting a society free from gender oppression and all forms of gender inequality. Applications are invited from suitably qualified candidates for the following position:

Personal Assistant (PA) to Commissioner: Reasonable Accommodation

Level 08 - Salary R348 079,80 per annum

One (1) year fixed - term contract.

Centres: Nelspruit office–Mpumalanga province

(Ref: CGE PACRA – MP 04/2023)

Requirements:

Diploma or Degree in administration or equivalent qualification. Minimum of 5-8 years relevant work experience and/or secretarial experience. Intermediate/ Advanced computer literacy certificate. Previous working experience with persons requiring reasonable accommodation.

Competencies required:

Meetings organising skills, calendar/diary management skills, problem solving and analysis, excellent communication skills (written and oral), typing and computer skills, report writing skills, people management, trustworthiness and ability to handle confidential information, honesty and integrity, multitasking and priority setting skills, client orientation, stakeholder management and a keenness to work with persons requiring reasonable accommodation. A driver's license.

Responsibilities:

The PA will carry out administrative and secretarial duties for the Commissioner requiring reasonable accommodation, as well as providing overall support to the Commissioner, including handling private, sensitive and confidential information. Specifically, the responsibilities of the PA will include:

- ✓ Providing personal support as may be required by the Commissioner.
- ✓ Managing communications for the Commissioner, including emails, phone, letters, invitations and other communication.
- ✓ Organising meetings on behalf of the Commissioner, including responding to requests from internal and external stakeholders.
- ✓ Managing the diary of the Commissioner.
- ✓ Liaison with the stakeholders of the Commissioner.
- ✓ Scheduling of appointments, including managing access to the Commissioner.

- ✓ Booking and arranging travel, transport and accommodation, including managing conference invitations and other events.
- ✓ Reminding the Commissioner of important tasks and deadlines.
- ✓ Preparing and compiling reports, presentations, meeting minutes, resolutions and other correspondences to support the Commissioner.
- ✓ Taking minutes and providing support to the oversight committee meetings in which the Commissioner participates.
- ✓ Conducting research to inform the work of the Commissioner, including maintaining filing or record-keeping systems.
- ✓ Implementing and maintaining procedures/administrative systems.
- ✓ Preparing speeches and presentations for the Commissioner, as well as articles.
- ✓ Answering and screening calls, as well as effective coordination of the work of the Commissioner.
- ✓ Driving the Commissioner for work purposes.
- ✓ Conduct other duties that may be delegated from time to time.

Applications

It is mandatory that an applicant submit the following:

Comprehensive CV.

- **Certified copies of ID and Qualifications.**
- **Telephone details and e-mail addresses of three contactable referees.**
- **A motivation letter and the above-mentioned documents must be sent to, P.O. Box 32175, Braamfontein, 2017 or hand delivered to this address:**

**No:02 Kotze Street,
Women's jail, East Wing
Constitutional Hill
Braamfontein
2017**

Please note that no late applications will be accepted. Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification. The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representivity (race, gender, and disability). Preference will be given to South African citizens. All shortlisted candidates will be subjected to background checks and competency assessment.

**For enquiries (Not Applications), contact Mr. Khuliso Tshivhase (HR Generalist) at:
Tel: 011 403 7182**

Closing date: 26 May 2023

No late applications will be accepted.