



LIGHT FOR THE WORLD

LIGHT FOR THE WORLD is an international disability and development organisation whose vision is an inclusive society where no one is left behind. Light for the World strives for accessible eye care services and support inclusive education, empowering persons with disabilities to participate equally in society.

Based in Cape Town, Claremont (can work partly from home), Light for the World seeks to appoint a

Personal Assistant (20 hours per week)

To be responsible for supporting the Senior Inclusive Education Advisor, who is partially-sighted in fulfilling her duties. This would involve general administration work and research, including, but not limited to:

- Managing the calendar (scheduling appointments as well as monitoring)
- Arranging travels (visa, flights, accommodation, etc.)
- Financial reporting and basic book-keeping
- Compiling travel expenses, reconciling credit card statements, and keeping track of expenditure
- Converting material into accessible formats
- Taking minutes
- Faxing, copying, scanning and filing documents
- Communicating with partners
- Researching and summarising
- Editing and proof reading documents
- Producing or refining PowerPoints and Excel documents
- Driving to local events
- International travels on rare occasions
- Serving as a guide and assist at events
- Sourcing quotes
- Updating data-base and keep information relevant
- Assisting with any workshops/training/launches/conferences
- Other miscellaneous tasks as required

The **Personal Assistant** must meet the following requirement:

- Minimum PA qualification or tertiary qualification
- Previous assistant experience in the above areas
- Driver's licence desired
- High proficiency in MS Office, email and internet research
- Excellent communication skills in English (written and spoken) and French beneficial
- Friendly and positive personality
- Culturally sensitive as we work in an international environment
- Mindful of diversity, particularly disability
- Fast learner and meticulous

View the full job description and application instructions on the Vacancies page at www.actionappointments.co.za and email your application by **Monday 27th February 2017** to data@actionappointments.co.za

