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PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER

Higher Education and Training Health Wellness and Development Centre is an implementing agency of the Department of Higher Education and Training (DHET) in respect of health, wellness and development of students and staff at 26 public universities and 50 technical and vocational education and training (TVET) colleges, with some 400 campuses across the country. The organisation is a national force for youth development, inspiring and enabling students to safeguard their health and wellbeing and pursue opportunities for personal growth and social responsibility.

Higher Education and Training Health Wellness and Development Centre aims to contribute to the success of the higher education and training sector by:

- Improving the health and psycho-social wellbeing of students, thereby enabling larger numbers of students to complete their studies and graduate in sound health.
- Enriching the knowledge and skills students acquire in relation to health, mental wellbeing and social development, and preparing them for career and family responsibilities.
- Creating a campus environment that is conducive to student health and wellbeing, and offers structured opportunities for their personal development.

Job summary

To work directly with and provide high quality executive personal assistance and administrative support to the Chief Executive Officer. Highly professional and can multi-task short and long-term projects. Ensures all secretarial are fulfilled and professionally delivered.

Requirements:

- 4- 5 years relevant industry experience in executive personal assistance
- Secretarial/Administration Diploma or Degree
- Must have a valid driver's license
- Must have own transport
- Proficient computer literacy with intermediate to advanced levels in MS Word, Excel, Power point and Outlook
- Strong coordination and people management skills.
- Strong communication, analytical and problem-solving skills
- Strong stakeholder engagement and networking skills
- Good administrative skills
- Excellent multi-tasking, time and stress management skills.

Key Performance Areas:

- Completes a broad variety of administrative tasks for the Chief Executive Officer's Office including managing an extremely active calendar of appointments and composing and preparing correspondence that is sometimes confidential;
- Attending meetings with Chief Executive Officer for minute taking and distribution internally and externally;
- Arranges complex and detailed travel plans, itineraries, and agendas; and compiles documents for travel related meetings;
- Plans, coordinates and ensures the Chief Executive Officer's schedule is followed and respected;
- Maintain stakeholder data sheet;
- Communicates directly, and on behalf of the Chief Executive Officer, with staff, donors and other stakeholders, on matters related to Chief Executive Officer's programmatic initiatives;
- Ensure necessary records are maintained that readily provide current, accurate, filed and accessible information;
- Board governance: ensure board packs and technical advisory committee logistics are arranged timeously;
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Chief Executive Officer and determines appropriate course of action, referral, or response;
- Provides a bridge for smooth communication between the Chief Executive Officer's Office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff;
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion often with deadline pressures;
- Support and Liaison: Serves as the Chief Executive Officer's administrative liaison to HEAID's staff and relevant stakeholders;
- Maintains discretion and confidentiality in relationships with all stakeholders;
- Communications, Partnerships, and Outreach: Edits and completes first drafts for written communications to external stakeholders;
- Promotes relationship with national, continental and international partners.

Salary for the position is market-related.