



Society for Family Health (SFH) is a South African affiliate of Population Services International (PSI), an international NGO network that operates in over 50 countries. SFH in South Africa currently concentrates on issues of HIV/ AIDS with the view to strategically expand to other public health areas. As part of its HIV/AIDS control efforts, SFH is using social marketing to motivate behaviour change concerning consistent condom use, HIV testing, and other safer behaviours. SFHs is seeking to fill the exciting and challenging role of Executive Assistant.

<b>Title</b>	Executive Assistant
<b>Department</b>	Executive
<b>Location</b>	Head Office, Johannesburg
<b>Employment status</b>	<b>12-month contract</b>
<b>Reports to</b>	Country Representative

Based in Johannesburg, the incumbent will supervise fleet, facilities, assets and manage risk & security to ensure efficient and cost-effective procedures within the PSI HQ guidelines. The job exists to facilitate a conducive, safe and secure working environment for staff, property and assets. The incumbent will be an effective communicator that is able to interact effectively with everyone in the workplace; with service providers, public officials and colleagues.

Duties and Responsibilities include, but not limited to:

#### Manage the office and calendar of the Country Representative (CR)

- Schedule and calendarise regular Executive Management meetings, Senior management team meetings, staff meetings and other meetings.
- Meet and greet visitors at all levels of seniority from within and outside the organisation
- Manage incoming mail, and incoming and outgoing correspondence addressed to the CR
- Screen phone calls, enquiries and requests, and handling them when appropriate for the CR
- Organise and maintain diaries and making internal and external meetings

#### Support the Country Representative with Board Director and governance related deliverables

- Support the CR with Board Director and governance related deliverables
- Schedule and calendarise Board and Board Committee meetings in close liaison with the CR, Board Chair and respective Committee Chairs
- Make sure all governance related documents are up to date
- Maintain a confidential Board Director Directory
- Ensure management of Board Director term limits
- Organise the annual Board Director training in line with good governance requirements



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- Draft resolutions ahead of Board and Committee meetings and take minutes at all Board and Committee meetings

#### Administration support

- Draft agendas and take minutes at meetings (when invited).
- Maintain office systems, including filing of documents related to donors, contracts, strategic plans, activities, reports, and finance
- Arrange travel, visas, accommodation (travel itineraries) and occasionally travelling with the CR or SMT to take notes of meetings or to provide general assistance for presentations
- Carry out background research and present findings
- Other duties as assigned by the CR

#### Programmatic support

- Assist CR in the preparation of documents, including PowerPoint presentations, create excel spreadsheets, compile and analyse data, and draft correspondence as required
- Organise and attend meetings and ensure that the Director and SFH Management team are prepared for those meetings with dossiers as needed
- Respond to internal and external requests for information, including PSI/W requests
  - Respond to internal and external requests for information.
  - Collect and file monthly and other reports from each departmental manager and monitor and communicate
  - Summarise all monthly department reports into a brief organisational dashboard report.
  - Collect information required for donor reports from Department Heads and other relevant staff.

#### Qualifications and Requirements:

- Higher National Diploma in Administration/ Bachelor's Degree/ or equivalent business or management or and secretarial
- Valid driver's licence and ability to travel out of town when required
- Minimum five years' experience in a similar role
- Previous board governance experience is essential
- The job holder must be a strong communicator who is able to interact across all levels within the organisation as well as external parties.
- A high level of English proficiency with a strong emphasis on grammatical competence will be expected.
- Ability to write clearly and simply
- The role requires multi-tasking under pressure and the provision of administrative support in a well-organised and timely manner, while acting with utmost discretion in dealing with confidential matters. Good personality



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- Be able to work after hours when necessary; as well as taking after-hours work-related phone calls

Other special requirements;

- Own vehicle and driver's license