

PERSONAL ASSISTANT (PA) to the CFO

Description

POSITION : PA TO THE CHIEF FINANCIAL OFFICER

REF NO : PA CFO/HQ11/2025

OFFICE/UNIT : FINANCE

CENTRE : HEAD OFFICE, JOHANNESBURG

REPORTS TO : CHIEF FINANCIAL OFFICER

SALARY LEVEL : 8

REMUNERATION : R376 413 per annum

Responsibilities

DUTIES AND RESPONSIBILITIES

Provide secretarial and administrative support to the CFO by:

- Answering and screening of calls.
- Liaison officer on behalf of the CFO's office.
- Making travel and other reservations arrangements for the department.
- Prepare reports and correspondence as requested by the CFO and the Finance Manager.
- Arranging and managing appointments for the CFO.
- Arrange, prepare for meeting venues, agendas and take minutes for all Finance and Admin meetings, Finance committee, ICT Committee, Loss Control Committee, BAC, Assets Disposal Committee, etc. and as instructed by the CFO's office.
- File all departmental documents properly and maintain archived documents.
- Monitor, check and ensure accuracy of financial documents pertaining to the CFO's office.
- Organise and manage CFO's office activities, as delegated from time to time.

Qualifications

MINIMUM REQUIREMENTS

- Diploma or Degree in administration or equivalent qualification.
- Minimum of Three (3) years relevant work experience as a Personal Assistant.
- Intermediate/ Advanced computer literacy certificate.
- Must be a South African Citizen.

Competencies required:

Organizational skills, Problem solving and analysis, Excellent communication skills, typing skills (35 words per minute), Ability to deal with confidential matters, understanding of financial terminologies. Honesty and integrity, Multitasking and

Hiring organization

Commission for Gender Equality

Date posted

December 12, 2025

Valid through

09.01.2026

prioritising ability.

Contacts

HOW TO APPLY

It is mandatory that an applicant submit the following:

- Comprehensive CV and Motivational letter
- Certified copies of ID, drivers' license and Qualifications.
- Telephone details and e-mail addresses of three contactable referees.
- All the above-mentioned documents must be sent via email to:
recruitment@cge.org.za.
- 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 fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to background checks and psychometric assessment. Preference will be given to South African citizens.

For enquiries (Not Applications), contact Mr. Silas Maloka – HR Manager at Tel: 011 403 7182 or 069 007 0944.