



Commission for Gender Equality
A society free from gender oppression and inequality

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

Personal Assistant (PA) to Commissioner: Reasonable Accommodation

Inclusive annual package: R 337 941.55(Level 8)

Two (2) Year Fixed-Term Contract

Location: CGE Johannesburg Office

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.

Please submit the following: Letter of Motivation, submit a detailed CV with Certified copies of ID and academic qualifications; Provide the full names of three contactable Referees with full contact details (telephone details & e-mail addresses).

Commission for Gender Equality, Attention: Ms. Mesele Matlala. P O Box 32175, Braamfontein, 2017 or hand deliver to No.2 Kotze Street, Women's Jail, east Wing Constitution Hill, Braamfontein 2017.

Enquiries: Ms. Mesele Matlala Tel: 011 403 7182/3/4

Please note that no e-mail, faxes or late applications will be accepted. Only short-listed candidates will be contacted within two weeks of the closing date. Applicants with a foreign qualification must submit a SAQA evaluation report on the qualification. The CGE reserves the right not to fill this advertised position.

The CGE fully subscribes to the principles of Employment Equity and these principles will be applied in the appointment for this position:

Closing date: 31 May 2022 @ 17:00

No late submissions will be considered