



Welcome to Pacofs
Performing Arts Centre of the Free State

P·A·C·O·F·S

PERSONAL ASSISTANT TO THE CEO

PERSONAL ASSISTANT TO THE CEO

Ref. PA – 2018

SALARY NEGOTIABLE

The Performing Arts Centre of the Free State (PACOFS) is an Agency of the Department of Arts and Culture (DAC), established in terms of the Cultural Institutions Act (119 of 1998).

JOB PURPOSE

To manage the offices of the CEO and the CFO. Provide diary management and secretariat services to both the CEO and the CFO.

KEY RESPONSIBILITIES

- Minute taking at PACOFS Council and executive meetings;
- Process Council members, CEO and CFO travel and subsistence claims;
- Timely and accurate production of minutes and resolutions registers;
- Monitor and follow up the implementation of meetings' resolutions;
- Timely production of meetings packs;
- Plan and organize the diaries of the CEO and the CFO;
- Manage all aspects of the CEO and the CFO work including communication, appointments, diary, travel and accommodation;
- Support the CEO and the CFO in the preparation and presentation of reports, proposals, budgets and related activities;
- Scrutinise and appropriately process all submissions and correspondence received;
- Ensure the CEO office is accessible to all and perceived as operating effectively and efficiently in matters that impact on internal and external communications and the fulfilment of their needs.

KEY PERSONAL ATTRIBUTES

- Loyalty and a high level of confidentiality;
- Ability to maintain confidentiality of documentation and information;
- High levels of commitment;
- Ability to work under pressure and go an extra mile.

SKILLS, KNOWLEDGE & COMPETENCIES REQUIRED

- Excellent communication skills (written & verbal) and be able to interact professionally across all levels of management;
- High service orientation with effective interpersonal skills as well as a friendly disposition and be presentable at all times;
- Good time management skills and be able to work under pressure and meet deadlines;
- Excellent attention to detail and accuracy skills;
- High level of diplomacy, emotional intelligence & personal integrity;
- Ability to work independently as well as within a team;
- Highly developed organizational skills;
- An ability to work to tight deadlines;
- An excellent communicator with a proactive and friendly attitude.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in Public Administration/Management or equivalent;
- At least 5 years' experience in providing professional secretarial services at executive level;
- Experience as a personal assistant and the provision of office support;
- Excellent computer and typing skills;
- A valid driver's licence.

It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA) —• PACOFS reserves the right not to make an appointment —• Failure to submit all the requested documents will result in the application not being considered —• PACOFS subscribes to the principles of Employment Equity —• If you have not been contacted within one month after the closing date, please regard your application as unsuccessful.

Applications consisting of a comprehensive CV, certified copies of qualifications, including matric/Grade 12 certificate, and ID should be posted or emailed to the following address:

Ntilane HR Solution

24 Vels Street

Waverley

Bloemfontein

9312

Email: ntilanehrsolutions@gmail.com

Enquiries: Mpho Letsoara

Tel. No.: 081 598 0767

Candidates who have previously applied for this position are encouraged to re-apply.

CLOSING DATE: 20 July 2018

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