

Advertisement

Personal Assistant: Chief Corporate Services Executive

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Personal Assistant: Chief Corporate Services Executive** who will report directly to the **Chief Corporate Services Executive** and be based at the **Head Office: Centurion**.

Grading: (Role Band: C2)

Salary: R389 465 (Total Cost to Company per annum)

The role of this position is to:

Provide secretarial and executive administrative support to the Executive by efficiently and expeditiously performing a wide range of administrative and co-ordination tasks and services, whilst maintaining confidentiality, integrity and compliance to SETA policies & procedures.

Key Performance Areas will include but not limited to the following:

- Filter, screen and manage emails and correspondence on behalf of the Executive effectively ensuring urgent correspondence are highlighted and the Executive is informed
- Manage, maintain and coordinate the Executive diary and scheduling of meetings, activities and requests effectively
- Maintain strict confidentiality and interact professionally with all levels of management, staff and external stakeholders
- Effectively manage travel and accommodation arrangements for the Executive
- Projects a positive demeanor regardless of changes in working conditions and shows the ability to manage multiple conflicting priorities without loss of composure
- Establish priorities to perform quickly, accurately and effectively under pressure of deadlines
- Ensure that travel and subsistence claims are duly completed accurately and submitted on time
- Prepare correspondence on behalf of the Executive, including the drafting of general replies
- Process invoices timeously and accurately according to standard procedures
- Develop, manage, control and ensure cost effective utilization of the office of the Executives budget
- Procure goods and services for the office and ensure compliance with SCM processes at all times, including PFMA compliance
- Prepare and draft minutes, reports, briefs, presentations and written communication for the Executives review
- Coordinate and quality manage documents to be submitted for the Executives signature
- Sound effective and efficient administration of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Create a sequential filing system and ensure completeness and accuracy of all files, records and registers
- Liaise with other executives, business units, departments and provinces as requested by the Executive ensuring alignment with instructions and requests
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor and measure individual performance against set standards and performance targets

- Professional representation of the SETA ensuring all behaviours and conduct are aligned with the SETA values
- Assist across business units and functions with ad hoc requests to support business activities.
- Effectively plan, coordinate, manage and execute ad hoc projects as directed.

Minimum Qualifications and Experience

- National Diploma in Public Administration, Management,
- 3 years' secretarial experience
- Report writing experience
- Advanced level of computer knowledge and literacy with MS Word, MS Power Point, MS Excel and MS Outlook
- Knowledge of the SETA operations and relevant Acts will be an advantage

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the subject line of the email.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment2@wrseta.org.za. The closing date for applications is: **13 October 2025**.

