



**CENTRE FOR
DEVELOPMENT
AND ENTERPRISE**

JOB PROFILE

POSITION	:	Personal Assistant and Administrator
PACKAGE	:	Market-related based on experience

CDE, an independent policy research and advocacy organisation is one of South Africa's leading development think tanks. We focus on critical national development issues and their relationship to inclusive economic growth and democratic consolidation. CDE also has a special focus on business.

This position is ideally suited to a young graduate professional with an interest in public policy and the importance of think tanks and business in influencing policy debates. This is a two-year contract.

PURPOSE OF POSITION

To provide an efficient and comprehensive administrative support service to Senior Management and Consultants which includes, but is not limited to, database updates, diary management, travel arrangements, assistance with events, and general administrative duties.

REQUIRED EDUCATION, EXPERIENCE AND KNOWLEDGE:

- Secretarial Diploma or similar
- Knowledge of South Africa's current socio-political environment
- Minimum five years' work experience
- Excellent organisational and interpersonal skills
- Advanced MS Office skills especially PowerPoint
- Self-starter
- Proficiency in additional languages such as isiZulu, isiXhosa and Setswana
- Proven track record of resilience in a professional or academic environment

PREFERRED EDUCATION AND EXPERIENCE:

- Ten years' or more work experience in a corporate or similar organization
- Experience of working in a small organisation or advocacy NGO where flexibility and multi-tasking are essential

Facts Matter

BOARD: L Dippenaar (chairman), A Bernstein (executive director), A Ball, C Coovadia, B Figaji, R Khoza, M Le Roux, S Maseko, I Mkhabela, S Nkosi, W Nkuhlu, S Ridley, A Sangqu, M Teke, S Zibi

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IDENTIFIED COMPETENCIES:

Technical competencies

- Advanced MS Word, MS Excel, MS PowerPoint, MS Outlook 2016 skills
- Very effective time management
- High level organising, admin and planning skills
- Ability to meet deadlines
- Demonstrated problem solving ability
- Meticulous attention to detail

Personal competencies

- Strong pro-active customer service and quality orientation
- High energy levels
- Exceptional interpersonal skills
- Demonstrating initiative
- Calm and courteous disposition
- Emotional intelligence and well developed life skills
- Conflict resolution skills
- Exceptional listening skills

Other competencies and experience

- Contributor to team success
- Building effective working relationships
- Effective and positive verbal and written communications skills
- Global acumen
- Willingness to assist in all aspects of the organisation

KEY PERFORMANCE AREAS:

- 1) *Meetings* – including arranging, meetings with and on behalf of the Senior Management team, diary management of the Senior Management
- 2) *Presentations* - the preparation of presentations to be delivered by the Senior Management team
- 3) *CRM (database) updates*
- 4) *Travel* – Make local travel arrangements for the Senior Management team
- 5) *Administration* - Draft correspondence for review
- 6) *Events* – Assist with in-house events where necessary
- 7) Other reasonable and related tasks that may be assigned from time to time

The Centre for Development and Enterprise reserves the right not to make an appointment.

Should you be interested in applying for this position please send the following to recruitment@cde.org.za

- a brief CV

- one-page covering letter setting out your interest in and suitability for the job
- the names and contact details of three referees

Correspondence will be entered into with shortlisted candidates only. Original proof of academic qualifications will be required from shortlisted candidates only.

Closing date 28th February 2019.