

<b>VACANCY</b>	
<b>Job title:</b>	Personal Assistant
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To work closely with and provide support in dealing with the secretarial and administration of the day-to-day operations of the Director and to act as the first point of contact for the department and assist with general queries and office administration.
<b>Location:</b>	Hillbrow, Johannesburg
<b>Closing date:</b>	12 January 2024
<b>Submit detailed CV to:</b>	<a href="mailto:vacancy25@wrhi.ac.za">vacancy25@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>SU 65 - 2023</b>
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

#### **Key performance areas.**

- Organise and maintain the Director's diary.
- Coordinate and schedule relevant appointments and meetings.
- Screen telephone calls, enquiries or requests and handle them when appropriate.
- Assist in preparing briefing papers, reports, and presentations.
- Deal with incoming emails, faxes, and mail – often corresponding on behalf of the Director.
- Act on action points that transpired from meetings and track progress accordingly.
- In the absence of the Director, conduct relevant follow-ups, make decisions, and delegate work to others.
- Update and maintain the Director's curriculum vitae by recording publications, conference attendance/presentations and involvement in mentorship activities.
- Coordinate diary of Director for scheduled meetings
- Prepare meeting rooms and agendas for meetings.
- Take dictation and minutes at relevant Cluster meetings.
- Support team – ensure all HR documents are completed accurately and monitor leave compliance of team.
- Ensure all procurement documents are completed correctly.
- Maintain office equipment orders and stationery for teams.
- Maintain relevant office systems such as electronic and manual filing systems.
- Coordinate and confirm travel arrangements (flights, accommodation, and transport).
- Provide itinerary as required.
- Facilitate payment of travel expense claims with the Operations Department.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities such as forums, conferences, policy setting workshops etc.

#### **Required minimum education and training.**

Grade 12 with a relevant qualification in Secretarial or Business Administration studies.

**Required minimum work experience.**

Minimum 3 years' experience in a Secretarial / Personal Assistant capacity.

**Desirable additional education, work experience and personal abilities.**

Experience working in a medical or HIV environment.

Exceptional organizational and administrative skills with working knowledge of Microsoft Office and Excel.

Able to maintain confidentiality, tact, and professionalism at all times.

Able to exercise discretion, high levels of initiative and independent decision-making.

Must be assertive, confident, and adaptable.

Self-motivated, able to work independently and work as part of a multidisciplinary team.

Valid driver's license.

Should you be interested in applying for this vacancy, please send an email to [vacancy25@wrhi.ac.za](mailto:vacancy25@wrhi.ac.za). The subject heading of the email must read **SU 65 -2023** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV