

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries, and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development, and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

**Personal Assistant to the Chief Executive Officer**

**Total salary package: Negotiable**

**(Ref.WS08/032025)**

**Centre: Head Office, Centurion**

**Job Summary:**

- To provide professional and efficient administrative support to the Chief Executive Officer, secretariat support to the Executive and Management Committees, coordinate preparatory activities for Board meetings, oversee the administrative processes in the CEOs Office inclusive of budget administration, procurement, asset management and records management.
- The incumbent of this role is further responsible for maintaining the CEOs diary, arranging international and domestic travel, serving as focal contact point for the CEO and is responsible for ad hoc activities as they may arise in the CEOs office inclusive of part-taking in audits and assisting other departments as required.

**Key Performance Areas:**

**Administrative Support to the CEO**

- Manages the Executive's diary and schedules meetings in line with the CEO'S availability.
- Manage the office in the absence of the Executive

- Deal with stakeholder queries and complaints and where applicable, re-assign them to the relevant division
- Provide proper and timeous customer and stakeholder feedback.
- Coordinate performance management for CEOs direct reports.
- Coordinate the CEOs Performance Assessment by compiling POE in consultation with internal stakeholders.

## **Meeting Coordination and Hosting Secretarial support to Executive and Management Committees**

- Schedule monthly, quarterly and ad-hoc Executive and Management committee meetings
- Drafts meeting agendas and ensures the timeous distribution of meeting packs
- Preparing reports, minutes, presentations, Board packs and correspondence accurately and swiftly
- Accurate minute-taking and timeous distribution of the minutes and matters arising from meetings
- Keeps record of resolutions and follows up on action items from meetings to ensure completion within stipulated deadlines
- Organising the requisite refreshments/catering for meetings, where necessary.

## **Office Support**

- Managing the CEO's inbox, screening all correspondence and actioning them where appropriate and where relevant. Ensures that the CEO actions the items that need his attention timeously and providing reminders
- Co-ordinate all correspondence to be submitted to and from the office of the CEO.
- Answering and screening telephone calls and where applicable, forwarding these to the relevant employees for actioning
- Accurate record keeping and filing of all documents
- Ensuring that classified and confidential documents are kept safely
- Typing and quality control of official correspondence, including letters, memorandums, power point presentations and general correspondence for internal and external purposes
- Coordinates logistical arrangements for the Executive in line with procurement processes

- Develops a database of contacts and updates same regularly to ensure current information
- Management of payments from the office including creation of requisitions and budgeting
- Professional reception of the executive's visitors and all ancillary arrangements.
- Ad hoc duties and assignments as required by the Chief Executive Officer.

### Travel Arrangements

- Manage the CEO's (or any other team members) international and domestic travelling arrangements, including – passport application, flights, accommodation, car hire/shuttle services, itinerary and where applicable visa applications, and so forth.
- Assist with the processing and submission of travel claims upon the Executive's return.
- Administer subsistence and travelling claims for the CEO.

### Stakeholder Management

- Act as the point of contact among executives, employees, clients, and other external partners
- Coordinate the function's compliance and annual submissions e.g., Declarations of Interest, requests from auditors, performance agreements and assessments, APP reports, and so forth.

### Minimum Requirements and Attributes:

- A relevant Administration or Secretarial qualification.
- At least 5 years of relevant experience in an executive support role.
- Understanding of corporate governance
- Knowledge and experience related to Board submissions

### Please Note:

Enquiries for the above-mentioned positions must be directed to: **Ms. Thembisa Bixa, at Tel. (012) 367 6208.**

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of

qualifications).

**Closing Date: 04 April 2025.**

**Note: Recruitment Agency applicant submissions will not be considered.**

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians and Coloureds (AIC).

Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. The South African Weather Service is an equal opportunity employer.



Record Reference	HCM-ADVERT- PA-TO- CEO
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