



**City of Johannesburg**  
Pikitup

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## VACANCY: EXECUTIVE SECRETARY: OFFICE OF MD

**Date of the advert: 06 October 2024**

**Closing Date for application: 18 October 2024**

Position : Executive Secretary: Office of the MD  
Department : Office of the Managing Director  
Location : Head Office  
Level : Task 12/Level C4  
Reporting to : Managing Director  
Ref no : ES:03

### The purpose

To ensure smooth day to day running of the office by coordinating the MD's diary, screening calls, making travel arrangements, ordering stationery and performing general administration.

### Key Responsibilities

- ✓ Handle incoming and outgoing correspondence (internal and external) on behalf of the Managing Director.
- ✓ Attend meetings, take formal minutes and distribute timeously.
- ✓ Search for relevant information and compile report.
- ✓ Input data on reports daily as and when required.
- ✓ Source and gather information and process onto spreadsheet (monthly and quarterly reports).
- ✓ Update and review filing system and follow up on action dates daily.
- ✓ File all correspondence and documentation in a retrievable system.
- ✓ Obtain relevant signatures and ensure compliance to policies and procedures before submitting to the Managing Director for signature.
- ✓ Ensure access to all items and discuss with the Managing Director to ensure correct action is taken.
- ✓ Plan the Managing Director's diary and ensure that she is available for scheduled meetings.
- ✓ Plan and diaries appointments and highlight deadlines for the Managing Director.
- ✓ Priorities mail for the Managing Director's attention.
- ✓ Makes calls for the Managing Director as requested.
- ✓ Making travel arrangements for the Managing Director (flight bookings, hotel, car hire) and foreign exchange.
- ✓ Attend all logistics for workshops, and meetings and invite stakeholders, compile agenda and arrange for catering and venue.
- ✓ Handle external customers effectively and professionally.
- ✓ Listen to complaints from the public and refer to the relevant people who would be able to assist the caller.

- ✓ Liaise with Executives, Directors and other stakeholders of Pikitup and City of Johannesburg on behalf of the Managing Director.
- ✓ Coordinate and adapt all reports from the Managing Director to one standard format.
- ✓ Work closely with the Company Secretary to follow up on the Board and other committee matters.
- ✓ Formulate/ develop the terms of reference for the Secretary Forum.
- ✓ Facilitate all processes related to the Forum.
- ✓ Ensure all documents and correspondence is kept confidential.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

### **Minimum Requirements: Minimum Qualifications**

- ✓ Grade 12.
- ✓ Secretarial diploma or equivalent.
- ✓ MS Office

### **Minimum Experience**

- ✓ A minimum of 3 years secretarial experience of which at least 2 years as Secretary to a General Manager or an Executive.

### **Required Competencies: Knowledge:**

- ✓ High level Computer literacy (MS word, Power Point and Excel) and SAP.
- ✓ Knowledge of relevant company procedures
- ✓ Knowledge of the public service or ambit of public entities will be an added advantage
- ✓ Knowledge and/or understanding of Municipal Finance Management Act (MFMA)

### **Skills:**

- ✓ High level Computer literacy (MS word, Power Point and Excel) and SAP.
- ✓ Project management skills.
- ✓ Administration skills
- ✓ Minute taking skills.

### **Behaviours**

- ✓ Communication
- ✓ Planning & Organizing
- ✓ Quality Orientation
- ✓ Follow-up
- ✓ Managing work
- ✓ Confidentiality

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to [espik@mjvrecruitment.co.za](mailto:espik@mjvrecruitment.co.za) by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of the email. For enquiries contact **Lindsay Masimbe –Tel: 011 410 9477**

- Please quote the above position name on all correspondence relating to this circular/ advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants.
- Should you not hear from us within **six weeks** after the closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES**