



**FIXED TERM POSITION AVAILABLE
PERSONAL ASSISTANT TO THE ARTS DEVELOPMENT MANAGER (ADM)
(Salary package: DPSA level 7)**

Job Function:

The National Arts Council of South Africa is looking to attract dynamic, passionate and innovative self-starters with a solid understanding of the Creative Industries Sector.

REQUIREMENTS (full job specification is available upon request)

PERSONAL ASSISTANT TO THE ARTS DEVELOPMENT MANAGER (ADM)

To provide secretarial and administrative support to the Arts Development Unit and facilitate the smooth and effective day-to-day operations of the Arts Development Manager.

Key Responsibilities

- Manage the diary of the relevant manager to ensure efficiencies on an ongoing basis within key deadlines.
- Manage incoming telephone calls of the relevant manager to ensure efficiencies on an ongoing basis within key deadlines.
- Plan relevant meetings and logistics on an ongoing basis within key deadlines.
- Manage correspondence of the relevant manager to ensure efficiencies on an ongoing basis within key deadlines.
- Compile accurate minutes of departmental meetings for record purposes on an ongoing basis within key deadlines.

- Manage travel arrangements for the relevant manager, department, council and committees to ensure efficiencies on an ongoing basis within key deadlines.
- Maintain paper and electronic filing systems for record keeping purposes on an ongoing basis within key deadlines.
- Maintain relationships with internal and external stakeholders to uphold the image of the entity on an ongoing basis within key deadlines.
- Perform tasks within budget to ensure compliance with policies and procedures on an ongoing basis within key deadlines.
- Maintain a clean audit through ensuring that processes and procedures are complied with on an ongoing basis within key deadlines.

Key requirements

- Matric
- Administrative and/or Secretarial qualification
- 4-5 years' experience in similar position
- 2 years General Administration experience
- 2 years Public and Private Sector Experience (Desirable)

Knowledge and skills

MS Office Suite	Essential
Communication with stakeholders	Essential
Travel and diary management	Essential
Application review process	Essential
Report/submission writing	Essential
Knowledge in analyzing high volume of data	Desirable

Presentation skills	
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A cover letter and a detailed CV including three contactable referees and certified copies of qualifications should be addressed to the Human Resources Office at P O Box 500, Newtown, Johannesburg, 2113 or email: jobs@nac.org.za

Contact will be limited to shortlisted candidates. If you have not heard from the NAC by 27 September 2024, please note that your application has been unsuccessful. The NAC applies the Employment Equity Act in its recruitment process and strives for a staff complement that is representative of South Africa.

Closing date: Monday, 09 September 2024

FOR ENQUIRIES

Contact Person : Ms. Florence Mohale

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