

**PERMANENT POSITION AVAILABLE  
(Salary package: DPSA Level 07)**

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 Chief Financial Officer**

**Main Purpose**

To provide secretarial and administrative support to the Finance Unit and facilitate the smooth and effective day-to-day operation of the Chief Financial Officer (CFO)

**Key Responsibilities**

- Manage the diary of the Head of Unit and the Unit
- Manage the filing system for the Chief Financial Officer and the relevant documentation for the Unit
- Prepare the necessary documentation for scheduled meetings
- Take minutes at meetings and distribute to the relevant role players
- Collate and submit relevant requests, files etc. with both internal and or external auditors
- Compile reports and information as directed in a timely manner to meet government and internal reporting deadlines
- Manage and maintain accurate and detailed records
- Take responsibility for arranging and coordinating all logistics for travel arrangements for the Unit
- Ensure data projectors and other equipment are available for meetings and presentations
- Compile a list of stationery requirements for the unit and order stationery when required
- Prepare requisitions and assist with purchase orders for goods and services.

- Prepare presentations for CFO.
- Prepare submissions and reports for the CFO to committees and Council.
- Preparation of packs for committee and Council meetings.
- Submissions of reports to stakeholders (DSAC and NT)

### **Qualifications and working experience**

- Matric
- Accounting or bookkeeping qualification
- Administrative and/or Secretarial qualification
- 4-5 years' relevant experience
- 2 years general accounting experience

### **Knowledge areas**

MS Office Suite	Essential
Typing skills, with excellent accuracy	Essential
Efficient and accurate with attention to detail	Essential
Ability to work flexible around the needs of the business	Essential
Report writing skills	Essential

### **Skills**

Planning and Organising skills ability	Essential
Experience in preparing PowerPoint presentations	Essential
Excellent communication skills	Essential
Ability to multi-task	Essential

A market related package will be negotiated with the successful candidate(s). If you have not heard from the NAC by 25 November 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. The NAC reserves the right not to appoint.

A cover letter and a detailed CV including two 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](mailto:jobs@nac.org.za)

**Closing date: Thursday 31 October 2024**

**FOR ENQUIRIES**

**Contact:**

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