

**FINANCIAL AND FISCAL COMMISSION**  
**NOTICE OF VACANCY**

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The FFC has a vacancy for a **PA to the Deputy Chair**. This position is responsible to provide a professional PA support service to the Deputy Chair and ensure the effective day-to-day administration / organisation of the Deputy Chair function of the FFC.

**Duties / Key Result Areas**

Provide an effective and efficient administrative / PA support to the Deputy Chair:

- Ensure that all calls are screened and brought to the Deputy Chairs attention and **ensure that calls are responded to within 24 hours.**
- Make necessary calls on behalf of the Deputy Chair **as required.**
- Formulate written correspondence from verbal directives.
- Type documents and correspondence (letters, memos, faxes, reports, tables, charts, spreadsheets and schedules)
- Ensure that the Deputy Chair's diary is accurately updated and maintained
- Devise a diary management system for providing Deputy Chair with prior notice
- Oversee the recording and transcribing of FFC meetings or, where requested, take and type up minutes of meetings
- Implement and monitor an accurate and updated filing / document management system for Deputy Chair
- Effective planning and coordinating of Deputy Chairs travel arrangements as authorised through the requisition process
- Ensure that the activities of the Deputy Chair's office are integrated and communicated with the activities of the Chair / CEO's and Commission Secretary's office
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- Implement a Project Management System and provide monthly reports on project progress, costs and deliverables

**Requirements**

- Post-matric. Secretarial / PA Bachelors Degree, Diploma and/ or relevant course (Technikon Level).
- Minimum of 5 years PA experience in a similar position.
- Computer Literacy (Word, Excel, PowerPoint, Access) - Intermediate to advanced level.
- Excellent Communication Skills (written and verbal) – ability to communicate with all levels internally and externally
- Well developed Interpersonal Skills
- Attention to detail and Accuracy in Work
- Ability to work under pressure

The FFC is committed to the achievement and maintenance of diversity and equity in employment. Preference will be given to suitably qualified candidates who promote representivity (race, gender and disability) in the organization.

Any person wishing to apply for this position must contact Annaleeze Prosee on 011 207 2300 for an Application Form.

Closing date for applications is **Sunday 25 July 2010.**