

EXECUTIVE ASSISTANT TO THE CEO

(PERMANENT)

REF: CEO 03/07/2023

THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key focus areas of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit www.cbrta.co.za

JOB PURPOSE

REQUIREMENTS

Formal Qualifications:

- National Diploma or NQF Level 6 qualification in Secretarial / Administration or related discipline

Experience:

3 years as a Secretary or PA for Top Management

KEY PERFORMANCE AREAS

The successful candidate will be expected to do the following:

- Diary management for the CEO;
- Render an efficient registry service to the Office of the CEO;
- Offer general administrative support in the Division;
- Assist with Board meeting activities;
- Take minutes at meetings and prepare reports.
- Develop and maintain an efficient and effective filing system on the shared drive;

- Ensure that filing of all correspondence/documentation between internal and external stakeholders is up to date.

COMPETENCY REQUIREMENTS

- Office administration processes and procedures;
- Clear communication;
- Organising skills;
- Document management principles;
- Writing and typing skills;
- Advanced MS Office skills;
- Events management skills;
- Attention to detail and maintain confidentiality and,
- Professionalism.

Submit detailed CV's including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Ayanda Zwane at recruitment6@cbrta.co.za and please **quote the reference number**.

BENEFITS:

Employer offers an all-inclusive remuneration package of R610, 242.00 p.a.

NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities are encourage to apply.

Closing Date: 13 July 2023

C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to reference and background checks. Application received after the stipulated closing date and time will not be considered. Should you not hear from the C-BRTA within one month after the closing date, kindly consider that your application was unsuccessful.

"The C-BRTA is committed to employment practices that redress past imbalances in respect of race, gender, creed, and disability, and as such the relevant policies will be considered during selection and placement."

The applicant at the level of Executive position, Senior Management position or any other position as determined by the C-BRTA will be subjected to competency assessments.

In order to consider any application for employment, the Agency will have to process your personal information. The documents submitted will be solely used for recruitment purposes. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination, and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal> which **HR. Processing Notice** we request you kindly download and read.