

JOB Details

Job Title	Personal Assistant and Committee Secretary
Unit	Investigations
Job Type Classification	Permanent
Location – Country	South Africa
Location – Province	Johannesburg
Email CV to	recruitment@tianaconsulting.co.za
Closing date	25 March 2025

JOB PURPOSE

- This position, which reports to the Director Investigations requires strong administrative and secretarial experience.

The main responsibilities include:

- Providing high-level administrative support to the Director: Investigations and the Investigations Department, including diary management, stakeholder interactions, and procurement of department purchases.
- Acting as Secretary to the Investigations and Enforcement Committees, handling meeting scheduling, agenda preparation, minute-taking, and document management.
- Ensuring efficient and accurate management of physical and electronic information, as well as maintaining the database for open investigations.
- Supporting ad-hoc tasks as required while maintaining professionalism and high levels of accuracy in a fast-paced environment.

Key Performance Areas

1.Administrative assistance to Director: Investigations

- Diary management
- Stakeholder interactions.
- Procurement of department purchases.
- Ad-hoc assistance.

2.Administrative assistance to Investigations Department

- Follow-up on initial responses from Respondents and Complainants.
- Filing of correspondence.
- Maintain database on open investigations.
- Management of department physical and electronic information

3.Secretary to the Investigations and Enforcement Committees

- Scheduling of meetings and related arrangements.

- Preparation of agenda packs for meetings.
- Preparation of minutes of meetings
- Filing of meeting documents

KNOWLEDGE, EXPERIENCE AND ATTRIBUTES

1. Qualifications and Previous work experience

- Grade 12 or higher.
- Personal assistant at executive level for a minimum period of 5 years.
- Committee secretary experience.
- Excellent proficiency in MS Office

2. Attributes

- Unquestionable integrity and objectivity.
- Excellent attention to detail.
- Excellent verbal and written communication in English.
- Good interpersonal skills.
- Emotionally mature.
- Professional attitude.
- Able to work independently in a fast-paced environment.
- Deadline driven with high levels of accuracy