



City of Johannesburg
Pikitup

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VACANCY: EXECUTIVE SECRETARY: OFFICE OF CHIEF FINANCIAL OFFICER

Date of the advert: 06 October 2024

Closing Date for application: 18 October 2024

Position : Executive Secretary: Office of the Chief Financial Officer

Department : Finance

Location : Head Office

Level : Task level 11/ Level C3

Reporting to : Chief Financial Officer

Ref No: : ES: 04

The purpose:

The purpose of this role is to assist the Chief Financial Officer in providing an effective executive secretarial service, to liaise with various parties on his/her behalf and to ensure that s/he is kept informed of all activities (i.e. meetings, events, actions, etc.)

Key Responsibilities:

- ✓ Drafting and typing of all correspondence (i.e. contracts agreements, proposals and general correspondence) required by the Chief Financial Officer (CFO).
- ✓ Plan and Manage the CFO's diary and ensure that s/he is available for scheduled meeting.
- ✓ Plan and diarise appointments, highlight deadlines for the CFO and ensure that all relevant documentation is made available timeously/ prior to the meeting.
- ✓ Arrange and attend departmental meetings, take formal minutes and distribute timeously.
- ✓ Work closely with other Executive Secretaries/ Secretaries to ensure coordination of diaries where necessary.
- ✓ Ensure that there are relevant signatures on documents and ensure compliance to policies and procedures before submitting to the CFO for signature.
- ✓ Coordinate and adapt all reports from the CFO to the required company format.
- ✓ Input data on reports daily as and when required.
- ✓ Designing and maintaining an effective filing system.
- ✓ Prioritise mail for the CFO's attention.
- ✓ Attend to all logistics for workshops of the office of the CFO, invite relevant stakeholders, compile agenda and arrange for catering and venue as required.
- ✓ Ensuring that refreshments are purchased as and when required and place order (SAP).
- ✓ Relay various instructions and requests to external and internal associates or companies on the CFO's behalf.
- ✓ Handle external customers effectively, courteously and professionally.

- ✓ Work closely with the Managing Director's PA to follow up on approvals, etc., by the Managing Director.
- ✓ Co-ordination of travel and conference arrangements.
- ✓ Make the necessary arrangements relating to travelling (i.e. care hire, accommodation, flight tickets, etc.).
- ✓ Maintain petty cash system and ensure that the necessary receipts are kept in a safe manner and that claims are submitted timeously.
- ✓ Liaise with SCM (and suppliers if applicable) to ensure that the necessary stationery for the office of the CFO is supplied as and when required.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Minimum Qualifications:

- ✓ Grade 12.
- ✓ Secretarial diploma or equivalent.
- ✓ MS Office.

Minimum Experience:

- ✓ A minimum of 3 years secretarial experience of which at least 2 years as Secretary to a General Manager or an Executive.

Required Competencies: Knowledge:

- ✓ High level Computer literacy (MS word, Power Point and Excel) and SAP.
- ✓ Knowledge of relevant company procedures.

Skills:

- ✓ High level Computer literacy (MS word, Power Point and Excel) and SAP.
- ✓ Project management skills.
- ✓ Administration skills.
- ✓ Minute taking skills.

Behaviours

- ✓ Communication.
- ✓ Planning & Organizing.
- ✓ Quality Orientation.
- ✓ Follow-up.
- ✓ Managing work.
- ✓ Confidentiality.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to espik@mjvrecruitment.co.za by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of the email. For enquiries contact **Lindsay Masimbe –Tel: 011 410 9477**

- Please quote the above position name on all correspondence relating to this circular/ advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants.

- Should you not hear from us within **six weeks** after the closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES