

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



SECRETARY TO THE SENIOR MANAGER CORPORATE SERVICES: NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFNMM/130824/24

POST LEVEL 5

R 222 775,68 AS A BASIC SALARY AND EXCLUDING BONUS AND BENEFITS

Permanent Contract

1. Job Purpose:

- To provide secretarial services to the Senior Manager: Corporate Services.

2. Duties and Responsibilities

- Provides Secretarial support services to the Senior Manager.
- Incoming mail received, recorded manually and filed within 1 day.
Outgoing mail recorded, filed and dispatched within 1 day.
- Manage the diary of the Senior Manager by updating diary every day and send email as reminder to Senior Manager.
- Provide clerical support services to the Senior Manager.
- Provide support to the Senior Manager regarding meetings.
- Arrange accommodation for the Senior Manager, Complete S&T claims for the Senior Manager.

Apart from formal interviews, shortlisted candidates may be subjected to practical tests.

3. Minimum Requirements

- Matric and 1-2-year National higher Certificate in Office Administration/Secretarial at NQF level 5 or equivalent qualification.
- 0-2 year's relevant experience in office administration and/or secretarial field.
- Secretarial administrative and organisational knowledge and understanding and Computer application knowledge.

- Administrative and organisational skills, Document management, Oral and written communication skills, Procurement of goods and services, typing, bookkeeping and filing skills and Time management.