



VACANCY NO: 01/2021

Remuneration: R206 127.95 pa

Applications are invited from suitably-qualified, competent, well-motivated, assertive and results-driven individuals for the below post. Application letters together with comprehensive curriculum vitae, at least 3 contactable references, and certified copies of qualifications, should be marked "Private & Confidential", with the name of the relevant post, and addressed to the Chief Executive Officer, PO Box 144, Port Shepstone, 4240. Alternatively, applications may be hand-delivered to Ugu South Coast Development Agency, 04 Berea Road, Port Shepstone. No faxed or emailed applications will be accepted. **Applications are to be received on or before the closing date of 05 March 2021.** Communication will be with shortlisted candidates only.

Ugu South Coast Development Agency is committed to Employment Equity and reserves the right not to make any appointment. The decision of the Board will be final.

ADMINISTRATIVE ASSISTANT - PROJECTS DEPARTMENT

Requirements:

- Secretarial qualification or equivalent experience
- Advanced computer literacy
- Minimum 3 years' experience supporting a senior manager
- Ability to manage and prioritise internal/external demands on senior managers' time
- Excellent organisational skills with the ability to multi-task and prioritise
- Outstanding interpersonal skills
- Able to be diplomatic and discreet at all times
- Ability to communicate in local spoken languages would be an advantage

Key Performance Areas:

- Comprehensive diary management including internal and external meetings
- Ensure senior managers are prepared for all meetings with necessary documentation/information
- Preparing meeting requirements, taking minutes and following up on actions
- Sending and responding to correspondence
- Efficiently arranging and managing logistics related to departmental travel and accommodation
- Producing documents, briefing papers, reports and certain presentations for the Department
- Managing documentation and liaising with the Finance Department
- Perform other duties as may be required by USCDA

04 Berea Road / PO Box 144
Port Shepstone, 4240, KZN

Mr S.C Dlomo
Acting CEO