VACANCY: PERSONAL ASSISTANT TO CEO

(THREE-YEAR FIXED-TERM CONTRACT)

Role Accountabilities will include:

- Coordinate CEO calendar and meetings
- Coordinate travel logistics
- Execute Personal Assistant and administrative duties
- Perform company secretarial function

Role Requirements

This position requires a strong background in the administrative/secretarial field:

- PA/Executive diploma beneficial
- Experience of at least five years as an executive PA
- Extensive experience coordinating executive level meetings
- Experience in travel coordination and logistics
- Excellent use of English: oral and written for writing, copy-writing and editing
- Good command of Afrikaans for understanding written and spoken
- Proficiency in MS Office, including Outlook and digital capability
- Development and use of systems for checking, follow up and creating efficiencies
- Advanced EQ in interaction, communication, cultural sensitivity
- Quality orientation with attention to detail for high levels of accuracy
- Strong capability to multitask, organise, (re)prioritise and streamline tasks
- Proactive, solution-oriented, independent and team-centric

Business Goals

Strategic impact

Support the CEO to drive the strategic objectives of the organization:

- Perform duties of company secretary through execution of administrative duties
- Act as the point of contact among executives, employees, clients and other external parties
- Responsible for the review of documents, as required
- Manage information flow in a timely and accurate manner
- Format information for internal and external communication, including but not limited to memos, emails, presentations, report

Operational and process effectiveness

Manage all administration duties for CEO office:

- Manage all administrative duties effectively and accurately
- Arrange meetings, take minutes and notes; support with the coordination of diaries
- Make travel and accommodation arrangements
- Process all payment requests
**Stakeholder management**

Maintain and build key relationships with internal and external stakeholders:

- Build and maintain professional and cordial relationships with all Peace Parks staff and stakeholders

**People Growth**

Demonstrate PPF values and drive own development to ensure personal growth:

- Commit, agree and implement own development plan
- Feedback from CEO and colleagues on demonstrating the values

Interested candidates are invited to submit a cover letter detailing your interest in and suitability for the position, as well as a Curriculum Vitae, with the contact details of three references. These should be submitted by **29 May 2020**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Human Resources
Peace Parks Foundation
11 Termo Road, Techno Park
P.O. Box 12743, Die Boord, Stellenbosch, South Africa
Email: applications@peaceparks.org

**SHORTLISTED CANDIDATES** will be contacted to attend an interview.