

### **SETSHABA RESEARCH CENTRE**

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve Township, Tshwane, Gauteng. SRC was founded in 2004 as a medical research centre with the objective of creating value and contributing to the greater good of society.

Setshaba Research Centre needs to fill the following position **URGENTLY** and would like to invite suitably qualified candidates to apply

#### **Ref. No: SRC-06/18**

#### ***Executive Personal Assistant (1)***

#### ***Roles and Responsibilities***

- *Completes a broad variety of administrative tasks for the CEO and Deputy CEO including:*
  - *Managing an extremely active calendar of appointments;*
  - *Composing and preparing correspondence that is sometimes confidential;*
  - *Arranging detailed travel plans and compiling documents for travel-related meetings.*
- *Planning, coordinating and ensuring the CEOs' schedules are followed and respected.*
- *Scheduling, preparing for minutes and support with minute taking*
- *Working closely and effectively with the CEOs to keeping them well informed of upcoming commitments and responsibilities, following up appropriately.*
- *Successfully completing critical aspects of deliverables with a hands-on approach and other tasks that facilitate the CEOs' ability to effectively lead the company.*

#### ***Education and Experience Requirements***

- *Diploma / Degree in Management/Office Administration or equivalent with at least 5 years' experience.*
- *Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat.*
- *Strong organizational skills with excellent attention to detail.*
- *Strong interpersonal skills.*
- *Expert level written and verbal communication skills.*
- *Emotional maturity.*
- *Proven ability to handle confidential information with discretion.*
- *Demonstrating ability to achieve high performance goals and meet deadlines.*
- *Proactive, innovative, actively seeks opportunities and proposes solutions.*

***The candidate will be based at Setshaba Research Centre in Soshanguve***

#### ***REMUNERATION***

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

*If you are interested please send/deliver your CV to: Attention Ms JL Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or fax your CV, Qualifications and Valid Registrations to 012 799 2685 or e-mail your correspondence to [hr@setshaba.org.za](mailto:hr@setshaba.org.za)*

***No CVs without qualifications will be considered.***

*For more details, contact Ms JL Masemola @ Room 18; Tel 012 799 2422*

*Closing date for submission of CVs: /18/Apr/2018. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful*

***NB. Correspondences will only be limited to short-listed candidates and Setshaba Research Centre reserves the right not to make an appointment.***