



## SCI-BONO DISCOVERY CENTRE NPC

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
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Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

## VACANCY EXECUTIVE PA TO THE COO (PERMANENT)

### JOB PURPOSE

The purpose of the position is to provide the COO with assistance in all areas of office routine, secretarial, administrative, information technology, and any other functions that the incumbent has the competency and skills to perform to ensure that the COO is in a position to have accurate information available timeously to aid with decision making in the business. The position provides efficient and timeous administrative support to the office of the Chief Operating Officer.

### PRINCIPAL ACCOUNTABILITIES

1. Assist in Monitoring and maintaining the office budget including the supply chain for the COO.
2. Facilitate and coordinate all logistical and resource requirements of the COO.
3. Provide Management Information and records management services in the COO's office.
4. Track and monitor project tasks within the COO's Office.
5. Ensure the effective and efficient functioning of the COO's office.
6. Coordinate, monitor, and report as Instructed. Liaise with clients and stakeholders, written, verbal, and electronic.
7. The Executive PA assists the COO in coordinating day-to-day activities and workflow of the office.

### BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)  
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomdeni Banda  
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsobi (CEO)

8. Creates and edits time-sensitive documents such as letters, memoranda, and other documents as required, compiles and edits reports. Responsible for overseeing and ensuring the accuracy of information compiled and used in the submissions and presentations.
9. Arrange and manage the agenda of the COO, including meetings, interviews, visits, occasions, and other activities.
10. Organize and coordinate travel arrangements for the COO, in terms of flight bookings, hotel, transportation, etc.
11. Manage COO communication systems, including calls, letters, etc.
12. Provide inputs for the formulation and review of policies and procedures on governance matters.
13. Guide the development of materials needed to support the COO in decision-making.
14. Manage cross-divisional efforts towards the effective preparation of formal and informal Board meetings.
15. Schedule and prepare the COO for Board meetings.
16. Attend meetings with the COO to take meeting minutes and follow-up on tasks, as needed.
17. Ensure the efficient operation of the COO decision-making process during and in between COO meetings.
18. Plan and take appropriate measures to ensure the smooth transition and onboarding of new key members of management.
19. Oversee the implementation of approved Board policies in collaboration with relevant divisions.

## **EDUCATIONAL REQUIREMENTS**

- National Diploma (NQF 6)/Undergraduate bachelor's degree (NQF 7) in Office Management/ Information Management and Technology/Public Administration/Business Administration/ Business Management, Public Management.

## **EXPERIENCE**

- 5 years' experience as a Personal Assistant/ similar role
- Proficient in MS Office Suite with advanced Excel and PowerPoint

## **KNOWLEDGE/SKILLS**

- Be professional, highly motivated, initiative, and a critical thinker who will be able to gather and analyse information skilfully.
- Hands-on experience in offering services to the Office of the COO.
- Excellent communication skills (verbal and written).
- Excellent organizational and planning skills and ability to work on multiple projects simultaneously.
- Sense of urgency and ability to identify, analyse and resolve -problems in a timely manner.
- Be able to work independently and as part of a team and also work well under pressure.
- Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills
- Good office management skills and be able to handle confidential matters have integrity and be trustworthy.
- Good understanding of protocol and security measures
- Good computer knowledge.
- Good knowledge of travel and subsistence (S&T) procedures

***The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV to the: Human Resources Office [recruitment.sci-bono@sci-bono.co.za](mailto:recruitment.sci-bono@sci-bono.co.za) with Reference Number: REC/VR\_SCI202422***

***Closing date: 11 June 2024.***

***Disclaimer: Communication will be entered into with short listed candidates only.***