



NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

NYDA JOB DESCRIPTION

Job Description: Executive Assistant: to the CEO

Section A: **JOB INFORMATION SUMMARY**

Job Title:	Executive Assistant	Job Grade:	C1
Salary:			
Job Holder Name:			
Level:	Executive Assistant		
Location:	Head Office – Woodmead		
Division or Cluster:	Office of The Chief Executive Officer		
Reports to:	Chief Executive Officer		
Location:	Head Office – Woodmead		
No. of positions in the Division or Cluster:	1		
Type of contract:	Full Time – Permanent <input checked="" type="checkbox"/>	Fixed Term Contract	Temporary
Contract period:			
Key Job Purpose:	The Executive Assistant is responsible for the provision of administrative support to the Executive and provide overall administrative support to the division. This entails executive office management, overall divisional administrative support to the cluster.		

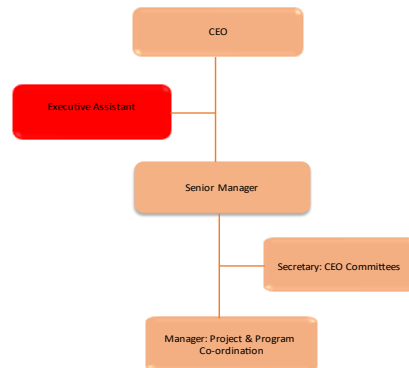
Key Outcomes: (what deliverables are required to achieve job purpose)

- Provide personal assistance services to the Executive.
- Efficient coordination of the Executive’s meetings
- Assist with office administration.

Key Roles: (what role does one have to play to deliver the outcomes)

- Support
- Organiser
- Coordinator
- Administrator
- Information provision
- Communicator
- Meeting scheduler

Organogram:



Section B: DETAILED OUTLINE	
Outcomes	Key Activities (what activities are relevant to deliver the outcomes)
KPA 1: Provide personal assistant services to the Executive	<ul style="list-style-type: none"> • Analyse monthly and weekly plans and determine required number of meetings, logistics, attendees, etc. • Carry out specific projects and research as requested by the office of the executive. • Ensure that the executive's calendar/diary is up to date and efficiently managed as changes occur, or new meetings are scheduled. • Attend to phone calls, e-mails and messages directed to the executive and maintain an up to date diary • Regularly check stationery supplies to ensure sufficient stock at all times • Effectiveness of gate keeping • Maintain an up to date, orderly and logical filing system that can be easily accessed when absent • Ensure discretion concerning matters of the executive's office. • Complete all claims on behalf of the executive. • Coordinate and manage travel arrangements.
KPA 2: Efficient Coordination of the Executive's meetings	<ul style="list-style-type: none"> • Schedule meetings as planned or requested • Ensure that an agenda is sent to all delegates, both with standard agenda items as well as any items that need to be included for follow up as a result of actions documented in previous meetings • Ensure that delegates are aware of what they need to prepare in terms of contribution to the meeting • Compile documentation required and distribute in advance to delegates • Arrange logistical requirements and ensure smooth running of the meetings • Take minutes of meetings and ensure accuracy and timeous distribution • Analyse meeting requirements, prepare required information, and advise the Executive .
KPA 3: Arrange and manage events for the Executive	<ul style="list-style-type: none"> • Support the team with project managing of projects within the Division. • Provide support to other areas of the administration when required • Maintain open and honest communication • Engage in problem solving and continuous improvement processes to maximize output of the Division currently working for • Arrange functions and events according to requirements upon request by the Executive. • Determine a budget amount for these events. • Send invitations to the Executive's invitees in advance • Make sure that all hotels, travel, and forex arrangements are on track and arranged as requested.

<p>KPA 4: Divisional Administrative support</p>	<p>➤ Provide administrative support to the division with the following:</p> <ul style="list-style-type: none"> • Travel logistics • Liaising with Supply Chain Management unit • Ensure and co-ordinate proper record management of all divisional documents • Co-ordinate, quality assure all submissions. • Track divisional expenditure • Ensure compliance with relevant policies and procedures • Quality assurance of all documents requiring the approval of the Executive • Provide continuous advice and support where necessary in matters concerning any expenditures and travel in line with PFMA and National Treasury Regulations • Ensuring the efficient, effective management and assessment and re-allocation of budgets of financial resources in line with budgetary allocations for the division with the Finance division • Ensure and co-ordinate proper record management for all documents, both electronically and manually • Generate/assess documents and approve all purchase orders on behalf of the Executive.
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Section C: SERVICE DELIVERY AND PERFORMANCE STANDARDS (KPIs)	
Outcomes	Key Performance Indicators (KPI's) (What will tell that one is achieving the outcome)
KPA 1: Provide personal assistant services to the Executive	<ul style="list-style-type: none"> • Efficient management of the Executive's calendar • Effectiveness of gate keeping • Accurate and timeous meeting minutes /documentation • Prompt and efficient handling of telephone calls, incoming and outgoing correspondence • Prompt and accurate response to stakeholders • Complete all claims on behalf of the executive.
KPA 2: Efficient Coordination of the Executive's meetings	<ul style="list-style-type: none"> • Meetings organised according to requirements • Timeous distribution of agendas and necessary documentation
KPA 3: Arrange and manage events for the Executive	<ul style="list-style-type: none"> • Smooth running of Executive's events and functions • Budgetary compliance • Efficiency, effectiveness and economical delivery on events
KPA 4: Divisional Administrative support	<ul style="list-style-type: none"> • Compliant documents

Section D: INHERENT JOB REQUIREMENTS			
Competencies:			
Level of Proficiency: 1 - Can acquire on the job; 2 - Some proficiency; 3 - Moderate proficiency; 4 - Strong proficiency; 5 - Expert proficiency			
D1. Managerial Competencies		D2. Generic Competencies	
Competency	Level of Proficiency (1-5)	Competency	Level of Proficiency (1-5)
Decision making	4	Goal oriented	4
Planning, organising and coordinating resources	5	Efficiency	5
Project management	3	Effectiveness	5
Leadership	4	Willingness to learn	4
		Organisational commitment	3
		Self-motivation	4
		Adaptability	4
		Ethics, integrity and professional	4
		Punctual and timeliness	5
		Accountability	3
		Communication skills	5
		Networking skills	3

D3. Technical skills and knowledge				
Knowledge		Skills		D4. Attributes
Competency	Level of Proficiency (1-5)	Competency	Level of Proficiency (1-5)	
Event Support	5	Understand operations, roles and responsibilities	5	Commitment Initiative Adaptability Integrity Reliability Confidential Discretion Coping skills Flexibility
Government Protocol	5			
Business Acumen Administration	4	Compliant to policies and legislations	5	
Documentation Management	5	Political awareness	3	
Budget Management	5	Business knowledge	4	
Cost awareness	4	Mobilising resources	4	
Organisational objectives	5	Administration	5	
Supplier management	5	Information management	3	
Understanding and appreciation of Youth Development	4	Computer literacy	3	

D5. Qualification and Experience:
<p>Minimum Qualification Required:</p> <ul style="list-style-type: none"> • NQF level 5 in Office administration or communications or equivalent qualification • Recognised Prior Learning <p>Preferred Qualification Required:</p> <ul style="list-style-type: none"> • NQF level 6 in Office administration or communications or equivalent qualification <p>Relevant experience:</p> <ul style="list-style-type: none"> • Proven work experience: 2-3 years of supporting Executives, preferably in a non-profit organization or the public sector • Experience and interest in internal and external communications, partnership development. • Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms

Section E: KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates).	External Relationships (With Local/Provincial structures and other key parties, specify)
NYDA Executive Board NYDA Executive Directors Senior Managers Managers Other administrative staff	Office of the Presidency National, Provincial and Local Government Departments Sub Committees The media Vendors related to the function Funders Executives Chairperson's stakeholders

**These are relationships where the incumbent will be working closely to influence or determine the results of this job. These are make or break relationships who may best complete a 360 degree performance assessment.*

Signed by: (Job Holder)	Authorised by:
Date:	Date: