



*Affordable Reliable Justice*

The Community Schemes Ombud Service Act (Act 9 of 2011) was promulgated on 11 June 2011 and provides for the establishment of the Community Schemes Ombud Service (“CSOS”) as a public entity. The CSOS has been classified as a Schedule 3A Public Entity in terms of the Public Finance Management Act (Act No.1 of 1999) (PFMA)

## **Executive Personal Assistant to the Chief Ombud**

Reporting to the Chief Ombud, the Executive PA will provide administrative support to the Chief Ombud.

### **Key responsibilities:**

- Screen telephone calls to the Chief Ombud
- Receive and be in control of visitors and staff to the Office of the Chief Ombud
- Diary Management
- Travel and accommodation arrangements
- Be responsible for the control of document flow in the Chief Ombud’s Office
- Develop, implement and maintain a filing and registration system
- Respond to correspondence on behalf of the Chief Ombud (as required/directed)
- Represent the Chief Ombud as required
- Manage and facilitate the Chief Ombud’s issues relating to the conditions of service
- Arrange and coordinate meetings, workshops and other forums
- Take minutes
- Be responsible for agendas and follow up thereon
- Typing, copying and faxing of documents
- Manage general finances, assets and facilities for the Chief Ombud
- Assist the Chief Ombud with any other matters as required/instructed.

### **Requirements:**

- An appropriate 3-year degree/qualification in Admin, Public Admin, PA/Secretarial or Office Management
- General Office Management Practices/Time Management
- MS Word/Excel/PowerPoint/Access/Project
- Protocol knowledge
- 2-3 years’ experience in a similar office/environment

- Experience in dealing with the State/formal functions, visits, decisions, etc
- Analytical skills
- Service delivery-orientated
- Project management skills
- Knowledge of and experience in dealing with confidential information
- Excellent organisational and negotiation skills
- Excellent written and verbal communication skills
- Computer literacy, specifically Microsoft packages
- Ethical conduct
- Willingness to work extended hours.

## **PERSONAL ASSISTANT TO THE CFO**

Reporting to the Chief Financial Officer (CFO), the PA will provide administrative support to the CFO.

### **Key responsibilities:**

- Provide administrative support to CFO / business unit
- Undertake administrative functions for projects, as instructed by the CFO.
- Maintain the Finance Department's files and documents
- Receive and be in control of visitors and staff to the Office of the CFO.
- Diary Management
- Travel and accommodation arrangements
- Be responsible for the control of document flow in the CFO's Office
- Develop, implement and maintain a filing and registration system
- Respond to correspondence on behalf of the CFO (as required/directed)
- Arrange and coordinate meetings, workshops and other forums
- Take minutes
- Be responsible for agendas and follow up thereon
- Typing, copying and faxing of documents
- Assist the CFO with any other matters as required/instructed.

### **Requirements:**

- Matric
- Secretarial qualification
- Diploma in Administration (preferred)
- 3-5 Years directly as support to a Director (senior manager) or providing organisational process administration
- Knowledge of Operational Systems, Organisational processes and policies.
- Knowledge of Administrative and document management systems.
- Advanced MS Office (Excel, Word, PowerPoint)
- Advanced working of database and document management systems.
- Excellent planning skills
- Competent managing of the workplace climate
- Excellent verbal communication

**For more details on these positions, please visit [www.csos.org.za](http://www.csos.org.za)**

**Enquiries:** Ms Lindi Sibiya, Human Resources Manager, tel. (010) 593-0533.

CSOS is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment will promote representivity will receive preference. Successful candidates may be required to undergo competency assessments, enter into a performance agreement and be subject to security clearance procedures.

Applications, including a covering letter and accompanied by a CV and certified copies of qualifications and ID, must be addressed to the Human Resources Manager, Ms. Lindi Sibiya and e-mailed to: [recruitment@csos.org.za](mailto:recruitment@csos.org.za).

**Closing date for applications:** 7 June 2017.

Should you not hear from us within a period of 2 months of the closing date, please consider your application unsuccessful.