

**DITSONG: Museums of South Africa (DMSA) is a Schedule 3A public entity reporting to the Department of Arts and Culture. DMSA is seeking to appoint a suitably qualified individual on a permanent employment contract for this position based at Head Office in Pretoria.**

INTERNAL/EXTERNAL ADVERTISEMENT

**EXECUTIVE ASSISTANT REF: DMSA07/2019**

**REMUNERATION PACKAGE – R563 124.34**

## **QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

Secretarial or business administration qualification. Degree in Business Science, Management Science or Strategic Studies or equivalent qualification.

3-5 years' relevant experience of which 3 must have been in a senior/executive office support role.

## **CRITICAL SKILLS / COMPETENCIES NEEDED**

General business management principles; Experience in the public sector an added advantage; Customer service orientation; Innovative and initiative; Ability to communicate effectively with stakeholders; Advanced knowledge and experience in MS Office; Substantial experience managing an executive office; High degree of professionalism and judgement with the ability to maintain a high level of confidentiality; High-level written and oral communication skills and the ability to communicate and liaise effectively and sensitively at all levels, both internally and externally; Ability to balance conflicting priorities and to work to deadlines; Co-ordination Skills; Relationship Management Skills; Excellent computer skills; Planning and organizing skills; Excellent interpersonal skills; Proven ability to handle confidential information with discretion; Be adaptable to various competing demands; and Demonstrate the highest level of customer/client service.

## **KEY PERFORMANCE AREAS inter alia, include:**

- **Executive Support:** Provides high-level executive and administrative support; Coordinates requests for information from internal and external stakeholders and provides a professional first point of contact for all enquiries; Manages complex and changing diaries, including scheduling, negotiating appointments and meetings and organising associated and supporting documentation; Manages travel arrangements; Coordinates effective meetings by organising and collating meeting agendas, providing confidential minute taking and distribution and coordinating follow up actions. This includes room bookings and equipment set up such as teleconferencing, data projector and refreshments; Maintains systems for recording and storing information; Prepares correspondence and prepare meeting packs, reports and papers as required.
- **Senior Management Liaison:** Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings; Assist in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings; Facilitates cross-divisional coordination of travel and outreach plans.

- **Customer Service:** Serve as link between the executive offices and DMSA stakeholders; Respond to queries or redirect to relevant party for review and resolutions.

The application must include a covering letter, comprehensive curriculum vitae (three contactable references with e-mail, telephone or cellphone) and certified copies of qualifications. Submit application

Via Post: Ditsong Museums of South Africa  
P.O. Box 4197 Pretoria 0001  
Re: **Executive Assistant**

Hand delivered to: Ga-Mohle Building, 70 WF Nkomo Street Pretoria  
**Attention:** Ms Nancy Monnakgotla

Emailed: executiveassistant@ditsong.org.za

**Closing date and time: 18 October 2019 16h00**

Shortlisted candidates shall undergo competency assessments and personnel suitability check such as criminal record, credit record checks, citizenship, qualification verification and employment record check. Application with foreign qualifications will not be considered without SAQA evaluation certificate.

This is an Employment Equity appointment.

**Enquiries:** Ms M Gumbi at 012 492 5744

DMSA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful.

Regret correspondence will only be sent to interviewed candidates.