



GENERAL ADMINISTRATOR

The South African National Council for the Blind invites applications from qualified individuals for the above post which is based at its Head Office and which reports to the NED.

The Job:

This structure ensures effective administrative and personal support to the NED.

Minimum Requirements:

- Diploma/Degree in secretarial/office administration
- 5 years' work experience as an Executive Assistant, Personal Assistant or similar role
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Discretion and confidentiality
- A valid driver's licence and driving experience.

Key Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners
- Provide a full administrative support and a secretarial service to the NED.
- Oversee, coordinate and follow up all logistical arrangements for delegates and visitors to the Directorate.
- Coordinates the SANCB Boardroom bookings and keep the Directorate regularly informed of such.
- Providing support to the NED as tasked by him including but not limited to diary management, answering and screening of calls, taking messages and making relevant referrals, drafting of correspondence and reports on behalf of the NED
- Managing information flow in a timely and accurate manner
- Provide the refreshment requirement at the National Executive Director one to one meetings
- Make, follow up and conclude, cost effective travel bookings; comfortable and accessible accommodation for NED

- Ordering and procurement of stationery for the NED on a monthly basis
- Provide minute taking service for all other meetings as required by the NED.
- Drive the NED and support the overnight stays

Core Competencies required:

The successful applicant must demonstrate the following:

- Strong understanding of the sector and the ability to provide support.
- Exceptional computer literacy
- Excellent PA skills
- Exceptional record management
- Meetings coordination and minutes taking
- Very good communication skills: written and verbal

The SANCB Offers the following Benefits:

- Provident fund; and
- Group life insurance.

Closing Date: 03 October 2021

Should you meet these requirements, please email your CV to hr@sancb.org.za.