

.zadna

Executive Assistant

(5-year fixed-term contract)

The .ZA Domain Name Authority (ZADNA) is the regulator and manager of dotZA (.ZA) – South Africa's Internet namespace. ZADNA is a statutory entity founded in terms of Chapter X of the Electronic Communications and Transactions Act 25 of 2002. Its key responsibility is to license and regulate .ZA registries and registrars, and to develop and implement policy guidelines. Its offices are located at First Floor, Sanofi House, 44 Grand Central Boulevard, Midrand, 1685, Gauteng Province.

ZADNA is seeking to appoint a skilled **Executive Assistant**. This position's overall purpose is to provide business and administrative support in the CEOs office, and ensure timely deliverance of organisational objectives. The Executive Assistant serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the CEO; and oversees special projects.

KEY JOB DELIVERABLES ARE:

Executive Support

- Assist the CEO manage output, workflow and office deadlines.
- Coordinate the flow of information, providing a central point of contact for internal and external customers' queries/complaints.
- Preparation of company presentations and reports.
- Diary management for the CEO, coordination of meetings, screening of calls, boardroom arrangements.
- Take and relay accurate and timely messages from telephone callers and answer queries where possible.
- Taking Minutes of management meetings and keeping minutes up to date with the latest signed minutes as well as attendance registers.
- Draft, type and dispatch all the CEO correspondence.
- Liaise with relevant individuals, external organisations, etc. to arrange meetings, prepare agendas and draft minutes.
- Internal and External stakeholder management

Secretarial Support

- Proofread and review management reports and deliverables.
- Develop and maintain an effective administrative and filing system for record-keeping.
- Coordinate and manage all logistics for all internal management and subcommittee meetings.
- Assist with the preparation of the agenda, meeting packs and ensuring that they are delivered timeously.
- Prepare Minutes of the management meetings and other subcommittees and ensuring their timely circulation.
- Compile monthly management meeting reports.
- On request, conduct research and source information related to the business of ZADNA.

Meetings and Event Management

- Arrange and coordinate meeting events, including the venue, attendees, catering and teleconference facilities etc.
- Oversee the planning and coordination of meetings, interviews and internal events.
- Maintain appropriate levels of office supplies, consumables, stationery and office equipment.

Corporate Travel

- Co-ordinate the provisioning and payment of services required in the CEOs Office in line with ZADNA's procurement policies and procedures.
- Arrange and co-ordinate corporate travel and accommodation arrangements.
- Ensure approvals for travel and accommodation have been obtained prior to completion of a requisition.
- Manage, organise and coordinate all procurement activities and tasks within the CEOs Office, i.e., requisitions, invoicing, expense and travel claims, etc.
- Ensure that the travel itinerary is communicated timeously; and support provided.

MINIMUM REQUIREMENTS

- Diploma or Degree in Business Administration or equivalent Certification in secretarial work, office administration, or related training.
- A minimum of 5 years of experience as an Executive Personal Assistant or Executive Assistant supporting an Executive or Group Directors.
- Solid experience relating to use of Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat.

REQUIRED COMPETENCIES (SKILLS, KNOWLEDGE AND BEHAVIOURAL ATTRIBUTES):

- Drafting of reports and memoranda
- Computer proficiency and sound knowledge of MS Office
- Excellent communication skills, both verbal and written
- Ability to multitask and prioritise tasks
- Excellent time management skills
- Companies Act
- Good understanding of business, policies and procedures
- Diary management
- Minute taking
- Problem solving
- Critical judgement
- Project management
- Planning and organising
- Attention to detail
- Client focus
- Professional discretion

Interested parties should forward their full application (Cover Letter, CV, copies of ID and academic qualifications) to recruitment@zadna.org.za no later than 16h00 on Friday, 16 April 2021. Enquiries must be directed to HR.
