

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Personal Assistant

About the job:

The CSIR has a vacancy for a **Personal Assistant** in the Energy Centre. The incumbent will provide personal assistance and administration support services to the Energy Centre Head. This position is based in Pretoria.

About the Centre:

The CSIR established an integrated energy research centre, where it will leverage the immense knowledge and skills base in energy that already exists within the organisation, and will reach out to external partners. The CSIR's integrated energy research agenda will focus on energy efficiency and renewable energies as two global megatrends. These two topics will be flanked with research on "enablers" for them, such as natural gas, smarter grids, energy storage, and mobility. System integration will play an important role in bringing the different facets of these topics together and make them work in an integrated energy system. CSIR is committed to provide decision-making support to South African businesses and policymakers that will be informed by its technical and technology research.

Key responsibilities:

- Provide secretarial and administrative support to the Energy Centre head, including diary management, stationery control and other office equipment management, filing and general office duties;
- Type and prepare various documents (i.e. letters, faxes, e-mails, agenda, minutes, presentations, etc.) accurately, timeously and in accordance with the specific needs;
- Perform electronic and manual filing of documents to ensure proper maintenance of records including retrieval of documents when required;
- Prepare, receive, register and dispatch documentation and mail;
- Prepare and route contract approval forms;
- Forward and follow-up on tender documents;
- Perform information searches on the internet, relevant books, journals and magazines in order to assist the department to execute its function;
- Organise meetings and events (book meetings, arrange refreshments, distribute agendas and minutes etc.) for the manager and group;
- Draft agendas and take minutes during meetings;
- Acquire, maintain and apply sufficient knowledge and skills to effectively utilise various software programs and systems relevant to the office environment (e.g. MS Suite);
- Make travel arrangements and co-ordinate the usage and internal billing of the CSIR electric vehicle fleet.

Qualifications, skills and experience:

- A three year diploma in secretarial services or administration with at least three years relevant experience. A Bachelor's degree will be advantageous;
- High level of computer literacy;
- Ability to exercise tact and good judgement with highly-sensitive information;
- Ability to work accurately and efficiently;
- Ability to establish and maintain good relationships within the workplace and stakeholder management;
- Ability to maintain high level of confidentiality and human dignity;
- Ability to function independently;
- Good planning and organising skills.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Personal Assistant: Reference No: XXXX)**

Closing date: XXXXX

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***