

## 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** within the **ICT Service Centre**. The incumbent will provide personal assistance, secretarial and administrative support to the Chief Information Officer (CIO). This position is based in Pretoria.

#### Key responsibilities:

- Manage the CIO's diary, monitor mail boxes and handle telephone calls;
- Route internal and external enquiries to appropriate points for response and attendance;
- Coordinate various meetings and events by scheduling meetings and preparing all necessary meeting documentation/requirements;
- Provide administrative services and secretarial support including compilation and distribution of the annual calendar, production and management of documentation;
- Coordinate travel and accommodation arrangements;
- Manage supplies such as ordering stationery, business cards, control stock and consumables;
- Manage the procurement of maintenance services and direct office maintenance services.

#### Qualifications, skills and experience:

- A three-year diploma or Bachelor's degree in secretarial practice, office management or business administration;
- Three to five years' secretarial experience;
- Proficient in written and spoken English;
- Strong computer literacy skills and proficiency in all key software packages and web literacy skills;
- Office management and organisational skills;
- Communication and interpersonal skills including relationship and conflict management;
- Time management and events coordination skills;
- Knowledge management and document management skills;
- Typing proficiency at a minimum speed of 60 words per minute;
- Resourcefulness and taking initiative;
- Precise, accurate and methodical;
- Dependable and diligent;
- Integrity, discursion and diplomacy;
- Self-responsibility and self-confidence;

- Professional etiquette, eloquence and neatness.

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto: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: 306311)**

**Closing date: 31 May 2017**

**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](mailto: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.***