

ADVERTISEMENT: INTERNAL/EXTERNAL VACANCY

Business Unit: Office of the CEO		Date: 30 May 2025
Job Title:	Personal Assistant to the CEO	
Reporting to:	Chief Executive Officer	
Job Grade:	C1	
Duration:	Permanent	
Reference no.	TIKZN/004/2025	

Brief Outline of Duties:

To provide administrative and personal assistance to the Chief Executive Officer and Executive Management, which involves contact with senior level internal and external stakeholders and regular exposure to confidential information.

KEY PERFORMANCE AREAS (Among others)

1. Diary management
2. Office management
3. Organisational policy and procedural compliance
4. Secretariate for Executive and Management committees

JOB SPECIFICATION

Educational and /or Technical Competencies:

- A bachelor's degree in Public/Business Administration or related qualification is essential.

Experience:

- Must have 3 years relevant experience as Personal Assistant or Executive Secretary or Office Administrator.

KwaZulu-Natal Office

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DIRECTORS: Mr B M Myeni (Chairperson), Prof A T Nzama (Deputy Chairperson), Adv B N Buthelezi, Ms J Channing, Ms S Dlungwane, Mr B E Mkhize, Dr S K Mpungose, Dr S Ndlovu, Cllr M N Zulu, Mr R N Ngcamu (CEO), Mr T V Mhlongo (CFO), Ms N M Sajini (Acting Company Secretary)



PROFESSIONAL COMPETENCIES

- Good office etiquette
- Good understanding organisational performance management
- Organisational and planning skills
- Good communication skills
- Ability to work in a diverse environment and resolve conflicts
- Good record-keeping skills
- Ability to work under pressure and meet deadlines
- Ability to maintain a high level of confidentiality

Closing date: 13 June 2025 @ 00h00

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to Vacancies@tikzn.co.za

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for this position. Prospective employees will be subjected to competency assessments and background checks as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)