The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following position:

**Personal Assistant to the Chief Financial Officer**  
**Salary:** R274,860.00 per annum (Ref. 2014/10)

USAASA is seeking a Personal Assistant to the Chief Financial Officer, to provide administrative, secretarial and assistance support to the Chief Financial Officer as a whole and contribute in ensuring timely, effective, efficient, and quality service delivery of the Finance Department.

**Minimum Requirements:**  
* National Diploma or Degree preferably Executive Secretarial related  
* At least five (5) years or more relevant experience in executive secretarial duties  
* Proven experience of working in a senior secretarial capacity  
* Previous Secretarial/Administration experience  
* Good interpersonal skills supported by exceptional verbal & written communication skills  
* Ability to deal with sensitive issues discretely and to handle confidential information appropriately  
* Ability to handle basic accounting functions and entry level accounting knowledge  
* Ability to work in a team environment and a highly driven and energetic individual  
* Open to working extra hours and outside the normal working hours.

**Key Responsibilities:**  
* Extensive diary management including organisation & administration of meetings, setting up internal and external meetings, events, conference calls, conferences etc.  
* Handle all correspondence and communication including mail, faxes, letters, memorandums and responding to routine mail, handling telephone and customer enquiries related to the Chief Financial Officer  
* Manager/control the CFO’s task items for the team to ensure timely adherence to deadlines  
* Typing of all correspondence for Finance Head of Department and maintain confidentiality of all correspondence and communication for the Chief Financial Officer  
* Produce and proof read correspondence, documents, packs and presentations  
* Administrative responsibilities including filing, maintenance of records, expenses, time sheets, faxing, photocopying for the Finance Department  
* Following up on all outstanding and pending requests for other units  
* Provide support to the Chief Financial Officer in the co-ordination of the departmental activities by ensuring that the Head of Department meets his/her objectives and serves internal and external customers in an efficient and timely manner. This includes ensuring, on a day-to-day basis matters that requires follow-up are acted on by the CFO  
* Maintaining confidential correspondence and reports for Finance Department  
* Assisting the Finance Department with agent requirements needed by various stakeholders.
**Closing Date:** 29 July 2014

Please forward your applications and CV (with two recent referees) to recruitment@usaasa.org.za or Fax to 0865711291 or hand deliver to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

**Enquiries:** Tshepiso Motlhabi, Tel (011 564 1600)

**Note:** Correspondence will be limited to short-listed candidates only. If you have not been conducted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful.