



**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 CFO**

**Salary (Level 09) R468 459.00 xv R561 894.00 per annum**

**(Ref 2025/07/03)**

**Key Purpose:**

To provide administrative, secretarial and assistance support to the Office of the Chief Financial Officer (CFO) as a whole and contribute to ensuring timely, effective, efficient, and quality service delivery.

**Key Responsibilities:**

- Performs standard office tasks such as answering telephones, and taking and disseminating messages, extensive diary management, filing documents, ordering of supplies, and booking meetings (internal and external), events, conferences, trainings, etc for the Office of the CFO.
- Handle all correspondences and communications including mails, letters, memorandums, submissions, responding to routine mails, handling telephone and customer enquiries related to the Office of the Chief Financial Officer.
- Organizes, updates, and maintains confidential filing systems in the Office of the CFO.
- Obtain, proofread, handle, maintain, disseminate and prepare responses on correspondences, meeting materials/packs, schedules, reports, letters, submissions, memos and high-quality presentations on matters addressed to the Office of the CFO; including identifying and highlighting red flags in regard to compliance matters.
- Proactively coordinate, manage, and keep the Office of the CFO on track with schedules, projects, and commitments.
- Develop and maintain an appropriate follow-up procedure so as to ensure that all projects, reports, and task associated with or originating from the Office of the CFO are completed.
- Maintain high standards of professionalism, efficiency, personal communication, discretion, and independent judgment.

- Analyse complex issues and apply investigative techniques to find answers to offer solutions.
- Coordinate daily workflow, maintaining appropriate routines and procedures.
- Checks submissions and any other documents for accuracy and for compliance with the submission requirement prior to submitting such to the CFO for signature.
- Supports and coordinates various Committees meetings in the Office of the CFO and drafts and maintains minutes in the required format.
- Maintains positive relationships with internal and external clients.
- Undertakes special assignments or projects on a wide variety of responsibilities as assigned by the CFO from time to time.
- Preparing and arranging local and international travel schedules including itineraries, flights, hotels and transportation for the CFO.
- Assists with alignment of monthly and quarterly reports submitted by all sections within the Office of the CFO. Prepares and provides inputs into the monthly and quarterly reports for the CFO's office.
- Manages a tracking system or register of internal and external documents and queries.
- Assists CFO to monitor delivery of key tasks and implementation of resolutions from various Committees meetings.
- Coordinates risk workshops and assists in ensuring that responsible managers update risk registers on a monthly and quarterly basis.
- Coordinates stationery requirements for the Office of the CFO to ensure sufficient stationery is always available.
- Provides other administrative support in the Office of the CFO.
- Liaison with staff, vendors, business partners and the public on CFO's behalf.

## **Minimum Requirements & Experience**

### **Qualifications/Knowledge**

- Relevant National Diploma or Degree preferably in Executive Secretarial or related qualification.
- At least five (5) years or more relevant experience in executive secretarial duties with a strong PA background from a public service, preferably public entity.
- Proven experience of working in a senior secretarial capacity.
- Organized individual, who can show initiative, anticipates needs and demonstrates self-prioritization of tasks.

### **Knowledge, Attributes and Skills**

Good interpersonal skills supported by exceptional verbal and 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 will be an added advantage.

Ability to work in a team environment and highly driven and energetic individual.

Highly developed time management, organizational and prioritization skills with the ability to multitask with clarity; facilitating several projects at the same time with the ability to monitor and assess work commitments.

Motivated, driven, and open to working extra hours and outside the normal working hours.

Proficient and adept at problem solving complex issues, bringing clarity and cohesiveness to key stakeholders.

Must be comfortable interacting with people of all levels including on a one-on-one and in groups.

Proficiency in office procedures, data compilation and record maintenance with good computer literacy and skills in Microsoft Office Suite, particularly Word, Excel, and PowerPoint.

Proficient, detailed-oriented, and accurate to assist in running a smooth office environment.

Organized individual, who can show initiative, anticipates needs and demonstrates self-prioritization of tasks.

#### **Applications:**

Application letters accompanied by a comprehensive curriculum vitae, certified copies of qualifications and identity document should be forwarded for the attention of Ms. **Sharonne Scheepers** to [recruitment@usaasa.org.za](mailto:recruitment@usaasa.org.za)

**Closing Date:** 31 July 2025

Note: Correspondence will be limited to the shortlisted candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, kindly regard your application as unsuccessful. Shortlisted candidates must be prepared to consent and be subjected to necessary vetting.

**Enquiries:** Sharonne Scheepers (Recruitment & Selection), Tel. (011 564 1653)