

JOB ADVERT

Position:	Personal Assistant and Committee Secretary
Department:	Investigations
Closing Date:	25 March 2025

1. JOB PURPOSE

This position, which reports to the Director Investigations requires strong administrative and secretarial experience. The main responsibilities include:

- a) Providing high-level administrative support to the Director: Investigations and the Investigations Department, including diary management, stakeholder interactions, and procurement of department purchases.
- b) Acting as Secretary to the Investigations and Enforcement Committees, handling meeting scheduling, agenda preparation, minute-taking, and document management.
- c) Ensuring efficient and accurate management of physical and electronic information, as well as maintaining the database for open investigations.
- d) Supporting ad-hoc tasks as required while maintaining professionalism and high levels of accuracy in a fast-paced environment.

2. KEY PERFORMANCE AREAS

Administrative assistance to Director: Investigations

- a) Diary management.
- b) Stakeholder interactions.
- c) Procurement of department purchases.
- d) Ad-hoc assistance.

Administrative assistance to Investigations Department

- a) Follow-up on initial responses from Respondents and Complainants.
- b) Filing of correspondence.
- c) Maintain database on open investigations.
- d) Management of department physical and electronic information.

Secretary to the Investigations and Enforcement Committees

- a) Scheduling of meetings and related arrangements.
- b) Preparation of agenda packs for meetings.
- c) Preparation of minutes of meetings.

- d) Filing of meeting documents.

2. KNOWLEDGE, EXPERIENCE AND ATTRIBUTES

2.1. Qualifications and Previous work experience

- a) Grade 12 or higher.
- b) Personal assistant at executive level for a minimum period of 5 years.
- c) Committee secretary experience.
- d) Excellent proficiency in MS Office.

2.2. Attributes

The following attributes are required of the incumbent:

- a) Unquestionable integrity and objectivity.
- b) Excellent attention to detail.
- c) Excellent verbal and written communication in English.
- d) Good interpersonal skills.
- e) Emotionally mature.
- f) Professional attitude.
- g) Able to work independently in a fast-paced environment.
- h) Deadline driven with high levels of accuracy.

3. HOW TO APPLY

CVs must be e-mailed to hr@irba.co.za by the closing date.

The IRBA is an employment equity employer. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates will be asked to complete a psychometric assessment before a final appointment is made.

In order to consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to the above right, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicants' or their representatives' personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the IRBA website: <https://www.irba.co.za/library/popi-act> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert