

**Position:** Personal Assistant and INSCOM Secretary  
**Department:** Inspections  
**Closing Date:** 28 October 2024

## **REQUIREMENTS**

- Grade 12 or higher.
- Office Administration course or secretarial training advantageous.
- Personal Assistant to Director or Senior Manager (minimum 5 years' experience).
- Experience in making travel arrangements (international and domestic).
- Experience with Committees and organising workshops, big events, large meetings (all aspects).

## **KEY PERFORMANCE AREAS**

- Personal Assistant to Director: Inspections:
- Diary management.
- Meeting logistics arranged timeously.
- International and local travel arrangements.
- Responding to stakeholders timeously.

### **Assist Inspections Department with administrative affairs of department.**

- Annual subscriptions.
- Check or pre-approve claims/leave requests.
- Procurement for departmental purchases.
- Training arrangements for department (bookings, venues, catering, payments, requisitions for procurement, etc.).
- Assist with typing of reports in absence of Administrator: Reporting.
- Collate inspectors' evaluation forms.
- Attend to queries from registered auditors/firms.

### **Secretary to the Inspections Committee:**

- Collate annual Evaluations and Declarations from INSCOM members.
- Distribute reports to Committee for consideration and approval.

- Prepare and collate documentation for reconsideration requests from registered auditors and distribute to Committee for consideration.
- Prepare for PRECOM and INSCOM meetings (minutes, agenda, statistics, collate meeting packs, records on O-drive /Committee Calendar).
- Reconcile, track and distribute decision letters and findings reports to firms/registered auditors after INSCOM.
- Administer and prepare memorandums and supporting documents for the investigations Department.
- INSCOM claims

### **SKILLS & PERSONAL ATTRIBUTES**

- Diary management.
- Must be proficient in MSOffice:
  - PowerPoint
  - Word
  - Excel
  - Outlook
- Internet research.
- Typing.
- Electronic filing.
- Procurement processes.
- Minute taking.
- Ability to work without supervision.
- Ability to interact at all levels.
- Experience of working with internal and external committees.

**CVs must be e-mailed to [hr@irba.co.za](mailto:hr@irba.co.za)**

***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/popact> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert.***