



Internal/External Advertisement

Magalies Water presently has a temporary vacancy for a

PA TO CHIEF OPERATING OFFICER (P10)

05 MONTHS CONTRACT

R37 012.00 per month

The position is based at Head Office in Rustenburg and will be reporting to the Chief Operating Officer, and job function summary:

- Schedule COO meetings with the relevant parties and coordinate meetings documentation i.e. agenda, presentations, attendance register etc.
- Perform administrative duties for the department
- Take minutes at project meetings and distribute the minutes to the relevant parties within the specified timeframe
- Manage, organize and coordinate all the activities and tasks within the office of the Chief Operating Officer
- Manage the liaison functions between the office of the Chief Operating Officer and its Stakeholders
- Communicating with the Chief Operating Officer and establishing critical priorities for the daily scheduling purpose
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics to ensure accurate availability of information to meet department's objectives
- Conserves executive's time by reading, researching and routing correspondence, drafting letters and documents, collecting and analyzing information initiating telecommunications in order to enable the Chief Operating Officer to operate efficiently
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel in order for the executive to be on time

Qualifications and Experience: In order to be considered for appointment candidates must have Matric Certificate, recognized Diploma in Office Management / Secretarial / Administration or Related NQF level 5 qualification, 2 – 3 years' administration experience, experience in water sector and in infrastructure related projects would be advantageous, Time Management skills, good planning & organizing skills • sound problem solving & -analytical skills • driver's license

Closing date: 27 October 2023

Appointment will be made in line with Magalies Water's Employment Equity Plan.

Please note that by applying for this position, you give Magalies Water permission to process your personal information in compliance with POPI ACT.

Applicants should note that any false information contained in their CV could result in summary dismissal.

Interested candidates are invited to send their detailed CV's, inclusive of certified copies of qualifications to Human Resources Department, e-mail it to recruitment@magalieswater.co.za