



## **CITY POWER WORKPLACE**

City Power Johannesburg (SOC) Ltd is a municipal entity wholly owned by the City of Johannesburg. City Power commenced operations on 01 January 2001 and is responsible for electricity distribution within its area of supply in the City of Johannesburg. The Company provides services to a mix of approximately 3.2 million people.

### **Office of the Chief Executive Officer (CEO)**

**PA to the CEO (x1) Ref: 003**

**Reporting to – Manager in Office of the CEO**

### **Purpose**

The primary objective of this position is to provide secretarial support to the Office of the CEO and ensure efficient running of the office.

### **Key responsibilities**

- Ensure effective management of the CEO diary.
- Get the CEO's schedule from the manager in the Office of the CEO.
- Schedule meetings, workshops and social functions on behalf of the CEO with the direct reports, committees and all internal and external stakeholders in guided by the manager in the Office of the CEO.
- Provide telephone answering, routing and calls filtering.
- Keeping and maintaining an accurate record of papers and electronic correspondence on behalf of the CEO.
- Compile and prepare presentations for all meeting.
- Record and distribute minutes of each and every meeting.
- Ensure the scheduling of meeting, workshops, and social functions.
- Ensure venues for the meetings, workshops and social functions are booked.
- Monitor and make follow ups on meetings action items including workshops should there be any.
- Create on the system reservations, requisitions and purchase orders.
- Follow up on invoice payment related to the Office of the CEO and contracts.
- Monitor and ensure adequate stationary stock levels are maintained.
- Ensure confidentiality, confidential documents and information is adhered to always.
- Provide general support of the CEO guests and take care.
- Ensure a user friendly proactive service is projected at all times in dealing with customer and staff.
- Coordinate and schedule all special meetings for employees with the CEO.

## Competencies Required

### Administrative Support

- The ability to provide administrative support to Group, Departments, Divisions and individuals, including governance, coordination, printing and minute taking as and when required.
- This includes effectively applying technical knowledge to solve a range of problems with office equipment and computers/ copiers etc, and prioritising tasks in a fast paced, changing environment through frequent interruptions and changing deadlines.

### Behavioral Competencies

- The ability to exhibit courage and resilience when confronted with issues, opposition, ethical dilemmas or failures.
- The ability to demonstrate commitment to City Power's core values and principles.
- The ability to emphasise collaboration, teaming, and cooperation in operations.
- The ability to feel pride and ownership for the success and brand of City Power.

### Functional Competencies

- Ability to make the use of institutions and order rather than relying on personal qualities to get things done. Develops and uses systems to organize and keep track of information or work progress
- Effectively applies technical knowledge to solve a range of problems with office equipment and computers/ copiers etc. Prioritizes tasks in a fast paced, changing environment through frequent interruptions and changing deadlines.
- Able to establish and maintain electronic and paper filing systems so that information can be readily retrieved. Efficiently retrieves, inputs, edits, formats, transmits and links electronic file data.
- Accurately captures data, creates, generates and maintains diverse reports & documents utilizing databases, spreadsheets and communications.

### Desired Qualification

- Grade 12 plus Tertiary Level Secretariat or Admin qualification.
- 5 Years Secretarial Experience for Senior Management or Executive office.

**In case of further information regarding this advertisement (circular 003/2019; Ref 003), please contact:** Talent Acquisition Department Nwabisa Ngceke on: Tel (011) 490 7398/7343

Kindly forward your detailed CV's via **E-MAIL:** [recruitmentpatoceo@citypower.co.za](mailto:recruitmentpatoceo@citypower.co.za) or by no later than **05 November 2019** .

The City Power application Form for employment should accompany the detailed CV, which is downloadable using the link: [\*\*City Power Application Form for Employment\*\*](#)

**NB: The City Power application form must be completed and submitted with the application to the relevant email address provided for the specific position. Failure to complete and submit the form will disqualify the applicant for consideration**

**Note:**

- City Power is an Employment Equity Employer; therefore preference for this position will be given to candidates whose appointment will enhance representivity (especially Gender and Disability). If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful.
- Applicants must note that further checks and vetting will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment amongst others.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.
- No walk-ins for this advert only emailed CV's will be acceptable.