

Job Title : **Senior Coordinator – Office of Deputy CEO**

Location : FPD Head Office, Pretoria

Reporting to : Deputy CEO

Annual salary range : R373,860 – R447,317

(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined based on the candidate's qualifications and experience).

Main purpose of the position:

To provide project management and secretarial support including administration of the day-to-day operations in the office of the Deputy CEO.

Scope of Work:

- Department project management
 - Support the development of organizational reports on the status of projects under the office of the Deputy CEO.
 - Support the development/review of strategic documents to support effective implementation of Deputy CEO projects including FPD wide initiatives and ongoing projects.
 - Write project reports, including PowerPoint presentations, for internal and external dissemination on an ongoing basis.
 - Ensure all documents are completed correctly.
 - Maintain relevant project management office systems such as electronic filing systems.
 - Coordinate project activities to improve outputs on an ongoing basis.
 - Review work and other strategic project documents to assess the effectiveness and outcome of project implementation.
 - Support the implementation of data management/monitoring and evaluation.
 - Coordinate and troubleshoot project operational activities.
 - Support the compilation of monthly, quarterly, annual, and ad hoc reports according to requirements.
 - Support compliance with FPD operational policies and regulations.

- Secretarial support and personal assistance
 - Coordinate diary of the Deputy CEO for scheduled meetings.
 - Prepare agendas for meetings.
 - Set up systems for minute taking at relevant meetings.
 - Support the Deputy CEO to ensure all HR documents are completed accurately and monitor leave compliance of project teams.
 - Coordinate and schedule relevant appointments and meetings.
 - Assist in preparing briefing papers, reports and presentations.
 - Deal with incoming requests – often corresponding on behalf of the Deputy CEO.
 - Act on action points that transpired from meetings and track progress accordingly.
 - In the absence of the Deputy CEO, conduct relevant follow-ups, make decisions and delegate work to others.
 - Update and maintain the Deputy CEO’s curriculum vitae by recording publications, conference attendance/presentations and involvement in training and mentorship activities.
 - Coordinate and confirm travel arrangements (flights, accommodation and transport).
 - Provide itinerary as required.
 - Facilitate payment of travel expense claims with the Operations Department.
- Effective self-management and performance ownership
 - Take ownership and accountability for tasks and demonstrate effective self-management.
 - Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
 - Maintain a positive attitude and respond openly to feedback.
 - Take ownership for driving own career development by participating in ongoing training and development activities such as forums, conferences, and policy setting workshops.

Qualifications:

- Grade 12 with a relevant qualification in Project Management and Secretarial work.

Experience:

- Minimum 3 years’ experience in project management and secretarial capacity.
- Experience working in a health and training environment.

Additional requirements:

- Proficiency in reading, speaking, and writing English.
- Report writing and business writing proficiency.
- Proficiency in Microsoft Office (Teams, Outlook, Word, Excel, PowerPoint).
- Valid driver's license and own vehicle.
- Ability to work in a highly pressurised environment and adapt to changes.
- Travelling (own transport) and overtime may be required from time to time.
- Willingness to be contactable after hours for any unplanned emergencies or queries.
- Able to maintain confidentiality, tact and professionalism at all times.
- Able to exercise discretion, high levels of initiative and independent decision-making.
- Assertiveness, confidence and adaptability.
- Self-motivated, ability to work independently and work as part of a multidisciplinary team.

Application requirements:

To be considered for the vacancy, applicants should forward the following documents to recruitment@foundation.co.za.

- Motivational letter
- CV
- Subject line: Clear indication of the position you are applying for (Senior Coordinator – Office of Deputy CEO)

Closing date for applications: 15 August 2024 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organization.

For enquiries, please contact Leah Maenetja at leahm@foundation.co.za.

Please note: Only applicants shortlisted for interviews will be contacted. If you have not been contacted within one month after the closing date of this advertisement, please accept that your application was unsuccessful.