



DIAKONIA COUNCIL OF CHURCHES

invites

suitably qualified applicants to apply for the post
of

Personal Assistant to the Executive Director

The role of the Personal Assistant is to perform high-level administrative and secretarial functions on behalf of the Diakonia Council of Churches' Executive Director and management.

KEY RESPONSIBILITIES

- + Preparing memos, letters and other documents using the relevant software
- + Gathering information and handling information requests for the Executive Director
- + Preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings
- + Compiling, transcribing and distributing minutes of meetings
- + Performing general office duties, including maintaining databases
- + Preparing the relevant documents for the Finance Committee, Executive Committee and Council meetings, and ensuring that the relevant documentation is made available to members timeously
- + Taking care of other logistics relating to the above Committees
- + Screening incoming calls and visitors to the organisation, especially when the Executive Director is not accessible, in such a way that promotes the image of the organisation

REQUIREMENTS AND SKILLS

- + A requisite tertiary qualification
- + At least five years' experience as an Executive PA
- + Excellent computer literacy, including advanced MS Office
- + A good understanding of the organisation's vision and mission
- + A strong sense of confidentiality, discretion and tact
- + Detail orientated with strong time management and organisational skills
- + Ability to work under pressure with a heavy workload in a dynamic environment
- + A good command of the English language, both oral and written
- + Excellent interpersonal and communication skills
- + Previous experience of working for an ecumenical organisation will be advantageous

The position offers a competitive salary commensurate with other likeminded organisations.

The successful candidate will be an active member of one of our member churches, and will be able to provide the name and contact details of their Minister as one of their referees.

Two other contactable referees, names, email addresses and numbers are needed. Providing this information is giving the organisation permission to contact referees. Please seek the permission of referees before submitting their names and contact details.

NOTE TO APPLICANTS

Only shortlisted applicants will be contacted. Should you not hear from us within 3 (three) weeks of the closing date, please regard your application as unsuccessful. Applicants are informed that applications, copies of qualifications and CVs will not be returned. The organisation reserves the right not to make an appointment. Shortlisted applicants will be required to demonstrate their abilities during the interview process.

CLOSING DATE FOR APPLICATIONS: Monday 25 May 2015

Applicants are required to submit a covering letter indicating their suitability for this position and their salary requirements, together with their CV to:

The Director
Diakonia Council of Churches
Diakonia Centre
20 Diakonia Avenue
Durban 4001

Or email to: vacancy@diakonia.org.za

Or Fax: 031 3103502