



RE-ADVERTISEMENT

DATE ISSUED: 14/06/2024

The Mpumalanga Regional Training Trust is an accredited training provider in the Province. Its mandate is to develop the Human Resources base of the Mpumalanga Province through the provision of experiential, technical, hospitality and tourism, entrepreneurship and life skills training. Applications are invited from suitable and qualified candidates for the below vacant positions:

01. EXECUTIVE SECRETARY TO CHIEF EXECUTIVE OFFICER

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: R225 216 per annum (cost to company)

Minimum Requirements:

- Grade 12, Diploma or Certificate in Office Administration or equivalent
- Computer Skills
- 5year Office Administration experience at executive level.

Key Performance Areas:

- Manage the Office of the Chief Executive Officer (CEO)
- Ensure that meeting agendas are distributed to all stakeholders three (3) day prior the meeting
- Compile and distribute meeting packs to all Heads of departments and attendees two day's prior the meeting
- Ensure that minutes are taken in all CEO's meetings
- spell check and proof read minutes and ensure that the CEO endorses them prior sending them out to stakeholders
- Ensure that all minutes of meetings are filed electronically and files are created and properly labelled for all hard copies
- Ensure that all attendees of meeting adhere to deadlines as discussed and agreed in meeting
- Manage the CEO's diary and ensure that she is given a diary calendar* Ensure that all visitors in the CEO's Office and ensure that beverage are offered timeously
- Create a contact list/data-base of the CEO's clients, sponsors, etc. Ensure that all annual events are managed cost effectively and efficiently
- Compile an annual calendar of all events in the CEO's office
- Ensure that all correspondence relating to the annual events are timeously sent to all stakeholder.

Applications must be submitted on the Prescribed Application form for employment, obtainable from HR Sub-programme or on the internet at www.rttrust.co.za. A recently updated, comprehensive CV. Shortlisted candidates will be required to submit satisfied copies of qualification

Failure to submit all the requested documents as well as applications received late will result in the application not being considered.

Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA).



MPUMALANGA REGIONAL
TRAINING
TRUST

MRTT

Empowerment Through Training

Mpumalanga Regional Training Trust is an equal opportunity and affirmative action employer, women and people living with disabilities are also encouraged to apply.

Individuals who meet the above requirements and are interested in the positions should forward their detailed CV's together with application form to:

The Human Resource Manager *or hand delivered to*

Private Bag X7288

Witbank

1035

05 Schonland Drive

Ferrobank

Witbank

1035

E-mail: recruitment@rttrust.co.za

Enquiries: A.D Mnisi

Tell: [013] 656 0931 / [013] 656 0875

NB: Failure to submit the required documentation will lead to the disqualification of candidates, Applications with foreign qualifications must attach SAQA verifications. The recommended candidates will undergo comprehensive reference check which include qualification verification, credit criminal, other relevant checks and competence assessment will be conducted.

CLOSING DATE: 25 JUNE 2024 (TIME 16H00)

No applications received after the closing date shall be considered. Communication will only be entered into with shortlisted candidates. If you do not receive correspondence within 30 days from closing date, you should consider your application to be unsuccessful.

Mpumalanga Regional Training Trust reserves the right to make appointment.