

CBE Head Office

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The **Council for the Built Environment (CBE)** is a statutory body established under the Council for the Built Environment Act (no. 43 of 2000). It is an overarching body that coordinates the six councils for the built environment professions (architecture, engineering, landscape architecture, project and construction management, property valuation and quantity surveying) for the purpose of instilling good conduct within the professions, transforming the professions and advising South African government on built environment related issues.



SECRETARY TO THE CHIEF FINANCIAL OFFICER
(Basic salary pa: R297 814.13 – 345 758.81)

The Council for the Built Environment (CBE), located in Menlyn, Pretoria, has the above permanent position available for immediate appointment:

PURPOSE:

To provide effective and efficient administrative and secretarial support to the Chief Financial Officer (CFO).

KEY RESPONSIBILITIES:

1. SECRETARIAL SUPPORT

Manage the CFO's diary.

Manage the content of emails and follow up on urgent ones to ensure they are actioned accordingly by the CFO.

Schedule meetings and undertake logistics (reserve venue, parking, catering, circulate directions),

Follow up on meetings / appointments with internal and external stakeholders.

Prepare the necessary documentation for scheduled meetings (e.g. agenda, attendance register, copies of presentations etc.)

Screen telephone calls and take messages for the CFO.

Re-direct messages to the correct role players in a professional manner.

Receive and host visitors to the CFO's office (meet and greet, prepares refreshments etc.)

Arrange travel (flights, accommodation, transfers and car hire for employees in the Unit.

Prepare travel requisitions.

Perform quality checks on all documents issued from the Office of the CFO.

2. MONITOR THE UNIT'S ANNUAL PERFORMANCE PLANS (APP)

Assist in ensuring that all departments within Corporate Services have their project plans aligned to the CBE's APP.

Assist in ensuring project plans of direct reports are signed and filed for easy reference.

Assist in ensuring monthly reports are submitted and evidence is filed.

Follow up on action items for the Corporate Services division, for timeous submission to Council and committees.

Assist with alignment of monthly and quarterly reports, submitted by Corporate Services Managers, to approved project plans.

Collect and collate information for the CFO's signature.

Prepare and provide inputs for consolidation of the Corporate Services monthly and quarterly reports by the CFO's Office.

Prepare the corporate calendar for statutory submissions from the CFO's Office.

3. ADMINISTRATION

Manage tracking systems for internal and external documents and stakeholder queries.

Respond to basic queries from external stakeholders on behalf of the CFO.

Compile minutes at CFO's meetings and distribute to the relevant role players.

Type business letters, memorandums and general internal and external correspondence..

Conduct research, gather data, prepare/ edit presentations, and consolidate motivations for the CFO.

Prepare and monitor the budget for the CFO's Office.

Ensure effective and efficient administrative processes are in place.

Assist in overseeing internal and external audits.

Review electronic filing system on a regular basis.

Assist the CFO to monitor the delivery of key tasks and implementation of resolutions from Council, Council Committees and EXCO meetings, as well as ensuring governance and compliance.

Prepare project plans, costing it for risk and fraud management, execution and monitoring.

Coordinate risk and fraud awareness workshops.

Formulate Terms of Reference (TOR) to procure services as required by the Supply Chain unit.



Set up pre-briefing sessions with CFO and service providers.

Assist in ensuring that Managers update the risk register on a quarterly basis.

Assist in ensuring the submission of the risk register to Committees of Council.

Coordinate stationery requirements for the CFO's Office.

Coordinate internal events for the CFO's Office.

Assist the finance department with payroll and other administrative duties as and when required.

Assist with inputs for the annual report.

REQUIREMENTS AND COMPETENCIES:

- National Diploma or equivalent in Secretarial/ Business Administration or a related field
- Four (4) years' experience in a Secretarial Role for a Senior Manager
- Typing and MS Office Suite proficiency
- Business English
- Communication and interpersonal relations
- Keeping Minutes
- Coordination
- Professionalism
- Efficiency
- Flexibility
- Attention to Detail
- Confidentiality

*Applications must be submitted with a detailed CV, quoting the title of the position, by e-mail on hadmin@cbe.org.za by no later than **10 August 2018**. Applicants not contacted within four (4) weeks of the closing date should consider their application unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful applicant will be required to undergo competency assessment. The CBE reserves the right not to make an appointment.*