

CBE Head Office

Tel: +27 12 346 3985 | Fax: +27 12 346 3986

VOIP: 087 980 5009

Email: info@cbe.org.za | Web: www.cbe.org.za

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.



(This is a re-advertisement. Candidates who have applied previously are at liberty to re-apply)

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 secretarial support to the Chief Financial Officer (CFO) and an administrative support function on all matters within the Unit.

KEY RESPONSIBILITIES:

1. SECRETARIAL SUPPORT

- Manages the diary of the CFO.
- Manages the content of emails and follows up on urgent emails to ensure they are actioned accordingly by the CFO.
- Schedules meetings and secures the appropriate meeting room.
- Follows up on meetings / appointments with internal and external stakeholders.
- Prepares the necessary documentation for scheduled meetings (e.g. maps, directions and parking arrangements).
- Screens telephone calls and takes messages.
- Directs messages to the correct role players in a professional manner.
- Welcomes CFO's visitors on arrival at CBE.
- Coordinates / prepares refreshments for CFO's visitors.

- Arranges flights, accommodation and car hire for employees in the Unit.
- Prepares travel requisitions.
- Quality checks all documents going out of the Office of the CFO.
- Acting as liaison between external stakeholders (AGSA, National Treasury, DPW and Internal Audit), CBE Management, Staff and CFO

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

- Assist in ensuring that all departments within Corporate Services have project plans aligned to the APP in place.
- 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.
- Follows up on action items in relation to performance improvement.
- Assists with alignment of monthly and quarterly reports submitted by Corporate Services Managers aligned to approved project plans.
- Collects and collates information for CFO's signature.
- Prepares and provides inputs into the monthly and quarterly reports for the CFO's office
- Prepares the corporate calendar.
- Manages tracking systems for internal and external documents and external queries
- Ensures adherence to correct submission processes for Board reports.
- Manages tracking systems for internal and external documents and stakeholder queries.

3. ADMINISTRATION

- Responds to basic queries from external stakeholders on behalf of the CFO.
- Takes minutes at CFO's meetings and distributes to the relevant role players.
- Types up business letters, memorandums and general correspondence both internally and externally.
- Conducts research and prepares speeches / presentations for CFO.
- Prepares and monitors the budget for the CFO's Office.

- Ensures effective and efficient administrative processes are in place.
- Reviews electronic filing system on a regular basis.
- Assists CFO to monitor delivery of key tasks and implementation of resolutions from Council, Council Committees and EXCO meetings as well as ensuring governance and compliance.
- Prepares project plan and costs it for risk workshops.
- Coordinates risk workshops.
- Formulates TOR to procure services as required by Supply Chain.
- Sets up pre-briefing sessions with CFO and Service Providers.
- Assists in ensuring that Managers update the risk register on a quarterly basis.
- Assists in ensuring submission of risk register to Committees of Council.
- Coordinates stationery requirements for the Unit to ensure sufficient stationery is available at all times.
- Facilitates the coordination of internal events for the Unit.
- Ensures all documentation for events are authorised.
- Assists with other administrative duties as and when required

REQUIREMENTS AND COMPETENCIES:

- Advanced Certificate in Secretarial / Administration (NQF 5)
- Qualification at NQF 6 in Office Management will be an added advantage
- Three (3) 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 **hradmin@cbe.org.za** by no later than **26 October 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. People with disability are encouraged to apply.*