



*in the footprints* ...

**NELSON MANDELA MUSEUM**

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa  
Telephone: +27 (0) 47 501 9500 | Facsimile: +27 (0) 047 532 3345  
Email: [info@nelsonmandelamuseum.org.za](mailto:info@nelsonmandelamuseum.org.za) | [www.mandelamuseum.org.za](http://www.mandelamuseum.org.za)



The **Nelson Mandela Museum**, operating in two sites, Bhunga and Qunu has a dynamic and enviable opportunity to serve South Africa, as steward of a living legacy, to share and learn the true story of Nelson Mandela in context, in ways that inspire and empower societies globally.

The Museum invites applications from suitably qualified, competent, experienced and committed South Africans to serve as an **Executive Assistant**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence. The successful candidate will be based in Mthatha, Eastern Cape.

**POSITION: EXECUTIVE ASSISTANT**

**Remuneration Package: R352 786-R415 574 CTC**

**PURPOSE OF THE POSITION:** To provide support service and perform diverse administrative duties for the Office of the CEO and the Executive Management in the museum.

**KEY PERFORMANCE AREAS:**

The appointee will be required to give special attention to the delivery of the following:

- Ambassador for the office of the CEO;
- Manages the CEO's office and provide comprehensive secretarial services to the CEO and management team
- Represents the CEO and management when required
- Manages CEO s diary
- Compliance with legislative deadlines
- Compiles special, quarterly and annual reports for the Management and the CEO.
- Writes, prepares and communicates support materials for the CEO and Council
- Performs research on the specific issues as and when required.
- Develops complex documents, presentations and communication support materials
- Performs research on specific issues, as required

- Serves as point of contact for all enquiries pertaining to official Council proceedings and records and those of CEO' office
- Gives support to the museum Executive Management

### **Administration:**

- Leads and develops service oriented effective administration
- Develops and maintains effective working documents and formal records system.
- Coordinates compliance with the promotion of access to Information Act with consultation from executive staff.
- Takes action points, compile minutes and distribution.
- Oversees and administers the daily activities of one or more specialized programme initiatives, as assigned by the CEO.
- Schedules and maintains calendars and travel arrangements for the CEO, the board and executive management

### **Project Management:**

- Manages all assigned projects, records and reporting
- Assists in the coordination, supervision and completion of special projects
- Ensures contract compliance and update database

### **Strategic Liaison:**

- Coordinates media and stakeholder liaison for the CEO' office or Management
- Develops, maintains and uses stakeholder database
- Manages public relations and problem solving
- Plans and organizes ad-hoc events.

### **Knowledge Requirements:**

- A 3 years' National Diploma in Public Administration/Office Management or 3 years' relevant qualification and 3 years' experience in public services as an Admin Assistant.
- Ability to gather data, compile information and prepare reports.
- Knowledge of all Computer programmes and PFMA.
- Information management, Organizing and coordinating skills.
- Strong interpersonal and communication skills and the ability to work effectively with wide range constituencies in a diverse community.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to make administrative and procedural decision and judgments on sensitive and confidential issues.

- Knowledge of office management principles and procedures and project management skills.
- Driver's license will be an added advantage.

**Diverse relevant experience including:**

- Experience as a Secretariat or Office Administrator.
- Knowledge of the public sector frameworks;
- Managing diary of a Senior Manager.

**Attributes:**

- Commitment to customer service
- Sophisticated, discreet mature individual with integrity

The Executive Assistant is accountable to the CEO for the above-stated duties.

Interested individuals who meet the requirements should submit their CV's with certified copies of Identity Documents and Certificates that are not older than three months under a **covering letter clearly marked "EXECUTIVE ASSISTANT VACANCY"** to:

**The Human Resources  
Nelson Mandela Museum  
P.O Box 52808  
Mthatha  
5099**

Or email your application with the subject matter **"EXECUTIVE ASSISTANT VACANCY"** to [hr@nelsonmandelamuseum.org.za](mailto:hr@nelsonmandelamuseum.org.za) or hand deliver to: Nelson Mandela Museum, Corner Owen Street and Nelson Mandela Drive, Bhunga Building, Mthatha, 5099. **No faxed applications will be accepted.**

All enquiries are to be directed to: The Human Resources Unit, Mrs. Yoleka Khumelwana at 047-501 9511.

**Closing date for applications is 20 December 2019 at 16:h00**

**Applications received after closing date will not be considered.**

Correspondence will only be entered with short-listed candidates.

All successful candidates will undergo pre-employment screening and vetting.

**NMM embraces the principles of Employment Equity Act no 55 of 1998 as amended. NMM reserves the right not to appoint.**

Yours



.....

**B Tyhulu (Mr)**  
**Chief Executive Officer**