



Cape Town Head Office: 47 Westminster Road, Salt River, Cape Town,
South Africa, 7925

T +27 (0) 21 820 7444 | F +27 (0) 86 514 7197

www.ikamvayouth.org

NPO Reg. Number: 032-082. PBO Tax Exemption Number: 930030238

VAT Reg. Number : 4850271927

ASSISTANT TO THE EXECUTIVE DIRECTOR

IkamvaYouth is a township-based volunteer programme that gets learners out of poverty through education. The organisation exists to reduce inequality in South Africa, and its track record of matric results, access to post-school opportunities, and alumni success is proof that positive change is possible.

The Purpose of the Position:

The purpose of this position is to provide administrative and secretarial support to the Executive Director as well as communication and logistical support for key meetings such as all Board and SubCom meetings.

The Assistant to the Executive Director will report to the Executive Director. The position will be based in Johannesburg – Milpark.

Salary: R 179,925. 12 per annum

Responsibilities:

KPA1: Diary Management & Administrative Support

- Act as first point of contact by fielding calls, emails etc.
- Manage ED's diary by prioritising, organising meetings and/or appointments
- Update meetings on IY's national calendar
- Typing, compiling and preparing reports, updates and correspondence
- Liaising with staff, suppliers and clients and other stakeholders on behalf of ED
- Maintain organisation and pay attention to detail throughout the day to ensure all documents and important contracts are filed and marked appropriately
- Draft documents, proposals and speeches and share with ED for input

KPA2: Manage ED Travel Logistics

- Manage ED's travel itineraries (local and international)
- Reserve flights online and send to ED to confirm
- Attend to payment of flights, accommodation etc.
- Enter flight times on ED's calendar
- Complete visa application and submit per process on behalf of ED
- Pay for visa application online
- Schedule visa appointments where necessary
- Complete insurance form and submit (taking note of T&C's)
- Pay for insurance online

KPA3: Manage/Support Board and SubCom Meetings

- Compile board and SubCom meeting packs by carrying out the following:
- Create meeting folders and subfolders, populate with all relevant documentation
- Share meeting folders with the relevant individuals and tagging them where their input is needed.
- Draft meeting agendas
- Consolidate inputs on the packs when required
- Sharing the meeting packs with all relevant individuals 7 days prior to the meeting
- Schedule all meetings on Webex
- Draft meeting summaries and circulate to the team

KPA4: Ad-hoc Support to Executive Team

- Provide ad-hoc administrative support to the executive Management Team as requested
- **Business Development Department /Fundraising Department**
 - Assist with external communications and fundraising when requested to include posting weekly on our social media platforms and respond to online inquiries.

KPA5: Governance

- Ensure compliance and up to date registration for NPO, PBO and other company level statutory requirement
- Ensure that all updated governance documents (eg: NPO and PBO certificate) shared with Project Manager to save on central depositor
- All documents are loaded onto the DSD's NPO directory including audited financial statements and annual reports

Qualification & Competencies Required:

- A related degree or national diploma
- Secretarial Diploma or similar would be advantageous
- Minimum of 3 – 5 years' relevant work experience
- Minimum of 2 years' experience as a Personal Assistant
- Experience in NGO sector would be advantageous
- Driver's license
- Advanced level of proficiency in MS Office
- Experience in preparing professional correspondence
- Ability to communicate with high-level individual
- Proactive
- Accurate
- Detail-oriented
- Organised
- Innovative
- Resourceful
- Team-player
- Analytical
- Self-aware
- Resilient

- Ability to prioritise
- Commitment to IY's five values and redressing inequalities through education

TO APPLY:

Interested applicants should submit their Curriculum Vitae and a cover letter via email to careers@ikamvayouth.org with the subject heading "**Assistant to Executive Director**" by **17 April 2019**.