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## **ASSISTANT TO THE CHIEF EXECUTIVE OFFICER – 4 MONTHS TEMPORARY CONTRACT, 2 DAYS PER WEEK**

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 Chief Executive Officer and ad hoc support to the Executive Team and logistical support for key meetings such as all Board and SubCom meetings.

The Assistant to the Chief Executive Officer will report to the Chief Executive Officer. The position will be based in Cape Town, Salt River.

Salary: R 179,925. 12 per annum (prorated for 2 days per week)

### **Responsibilities:**

#### **KPA1: Diary Management & Administrative Support**

- Act as first point of contact by fielding calls, emails etc.
- Manage CEO's diary by prioritising, organising meetings and/or appointments
- Consult CEO as you prioritize appointments and meetings
- Schedule meetings via email or calls
- Send calendar invites/confirmations

#### **KPA2: Meetings**

- Update meetings on IY's national calendar
- Typing, compiling and preparing reports, updates and correspondence
- Take meeting notes of all CEO's meeting and upload contact details and meeting notes onto Salesforce platform
- Remind the CEO of important tasks and deadlines
- Research potential donors and secure meetings with CEO and BDM team
- Support the CEO and the BDM team to ensure that the Annual Report is finalised for the AGM
- Liaising with staff, suppliers and clients and other stakeholders on behalf of CEO
- Maintain organisation and pay attention to detail throughout the day to ensure all documents and important contracts are filed and marked appropriately
- Schedule all executive team meetings, write minutes and share minutes with team. Ensure action items are addressed by relevant team member by following up prior to meetings.
- Manage CEO emails and draft responses when required
- Draft documents, proposals and speeches and share with CEO for input

**KPA3: Manage CEO's Travel Logistics**

- Manage CEO's travel itineraries (international and local)
- Search for the most affordable flight and accommodation options
- Book and pay for shuttles when requested and share confirmation with CEO
- Ensure that CEO and COO budget is efficiently managed with no overspending.
- Complete visa application and submit on behalf of CEO, pay for visa application online and schedule visa appointments where necessary
- Complete insurance form and submit (taking note of T&C's)
- Pay for insurance online

**KPA4: Manage/Support Board and SubCom Meetings**

- Liaise with the board to schedule meetings and check availability
- Ensure board members meet their commitments as per their letters of commitment to the organisation
- Organise time for the board to visit the branches and participate in the AGM and other meetings throughout the year
- Support the Executive Team to compile board and SubCom meeting packs by carrying out the following
  - 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 by:
  - Booking the meeting at least a day in advance and sharing the link with all relevant meeting attendees
  - Make sure that all meeting is recorded for minute taking purposes
  - Attend all meetings and take meeting notes/minutes and circulate to executives for review and input
  - Once approved by the executives, minutes to the meeting chairperson for final review and approval
  - Follow up and send reminders to all members with action items after the meeting
  - Ensure all minutes are signed and stored on our G-drive system
  - Draft meeting summaries and circulate to the team within 7 days of meeting

**KPA5: Ad-hoc Support to Executive Team**

- Provide ad-hoc administrative support to the executive Management Team as requested
- Business Development Department /Fundraising Department
- Add and update information on Salesforce

**KPA6: Internal Communications**

- Draft monthly staff newsletter/email bulletin by collating information from department heads ready for CEO to share with staff

## **REQUIREMENTS:**

### **Knowledge and Skills 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
- Experience using Salesforce and G-drive would be advantageous
- Advanced level of proficiency in MS Office
- Experience in preparing professional correspondence
- Ability to communicate with high-level individual

### **Competencies:**

- Proactive
- Accurate and detail-oriented
- Organised and ability to prioritise
- Innovative
- Resourceful
- Team-player
- Analytical
- Self-aware
- Resilient
- Commitment to IY's five values and redressing inequalities through education.

## **TO APPLY:**

Interested applicants should submit their CV and a cover letter via email to [careers@ikamvayouth.org](mailto:careers@ikamvayouth.org) with the subject heading "**Assistant to the Chief Executive Officer**" by **07 June 2019**.

***Due to the volume of applications we receive, if you do not receive feedback within two weeks please accept your application as being unsuccessful.***