

Reference:  
10/2023



**PanSALB**  
PAN SOUTH AFRICAN LANGUAGE BOARD

Pan South African Language Board (PanSALB) is a statutory body established in terms of Act 59 of 1995 (as amended) for, inter alia, the creation of conditions for the development and for the promotion of equal use and enjoyment of all the official South African languages. PanSALB seeks to appoint results-driven, assertive and dedicated individuals to fill the following position at our Organisation

## **ADMINISTRATIVE ASSISTANT: INSTITUTIONAL PERFORMANCE AND GOVERNANCE**

**Remuneration: R289, 404 per annum (Other benefits include Housing and Medical-Aid allowances, 13<sup>th</sup> Cheque and Provident fund)**

**Salary level:** 07

**Reference:** 10/2023

**Location:** Head Office (Pretoria)

**The purpose of the position:** The Administrative Assistant is responsible for secretariat and administrative services for the Office of the Senior Manager: Institutional Performance and Governance (IPG).

Purpose of position: The coordination of correspondences in the office, typing, copying of documents, faxing, developing and processing of reports from within PanSALB and its structures. The incumbent will be required to work within prescribed standards, processes and procedures and need to optimise the work outputs within these.

**Requirements:** Applicants must be in possession of a Senior Certificate and a 3-year National Diploma in Public Administration or equivalent NQF level 5 qualification. At least 2 years' experience in Office Administration functions. Sound knowledge of the PanSALB Act, Knowledge of Records Management system, Project Administration, Travel Management and Diary Management. Must be assertive, trustworthy, ethical and professional with integrity. Must be creative, motivated, self-driven and results oriented. Ability to work both independently and as a team. Ability to work under pressure and maintain a high level of confidentiality. A valid drivers' licence and preparedness to travel, work outside normal hours and willingness to accept responsibility and perform any other ad-hoc functions as may be required.

**Competencies needed:** Attention to detail, multi-tasking, good interpersonal and communication skills, computer literacy, strong administration and organisational skills, customer service, diary management and report writing skills.

**Key Performance Areas:** The successful incumbent will be expected to perform but not limited to the following tasks and responsibilities: Provide administrative and secretarial support to the IPG Division. Collate information and prepare reports, letters, memorandums, and presentations as required. Co-ordinate and prepare documentation for meetings/workshops. Maintain a systematic filing system. Drafting of submissions, agendas and collate all minutes of meetings. Manage meetings logistics. Assist the Senior Manager with the collation of quarterly/annual performance reports and verifying performance evidence documents from business units. Participate in Divisional projects/initiatives. Make travel and accommodation arrangements. Process travel claims for the office. Maintain a report of expenses in the Division. Keep track of all incoming correspondence and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office, maintain ownership for own work, performance management and development.

**PanSALB is an equal opportunity, affirmative action employer and we promote diversity, equity and inclusion in the workplace (race, gender and disability). Prospective candidates whose transfer/ promotion/ appointment promotes employment equity and affirmative action will receive preference. Prospective candidates will be subjected to verification checks which include, personnel security checks, criminal record, identity checks, etc. Candidates may undergo a competency assessment.**

PanSALB is an equal opportunity, affirmative action employer and we promote diversity, equity and inclusion in the workplace (race, gender and disability). Prospective candidates whose transfer/ promotion/ appointment promotes employment equity and affirmative action will receive preference. Prospective candidates will be subjected to verification checks which include, personnel security checks, criminal record, identity checks, etc. Candidates may undergo a competency assessment.

Applications must be submitted on a signed and dated PanSALB Application Form, obtainable from the intranet must be accompanied by a comprehensive CV, copies of Identity Document, Grade 12/Matric certificate and/or qualifications. Incomplete applications or late applications will not be considered. It will be expected of candidates to be available for interviews on the date, time and place determined by PanSALB.

Interested individuals are invited to submit their applications at [applications@pansalb.org](mailto:applications@pansalb.org) quoting the reference number and the position in the subject line of your email. If you have not been contacted one month after the closing date, kindly consider your application as unsuccessful. Correspondence will only be entered into with short-listed candidates.

**Enquiries:**

**Mr Bongani Mahlangu**  
[bongani@pansalb.org](mailto:bongani@pansalb.org)

**Ms Kgomotso Mashigo**  
[kgomotso@pansalb.org](mailto:kgomotso@pansalb.org)

**Closing Date:** 18 August 2023

***Closing Date for Applications:***  
***18 August 2023***