



The Pan South African Language Board (PanSALB) is a Schedule 1 public entity reporting to the Department of Sport, Arts and Culture. Established under the PanSALB Act (No. 59 of 1995, as amended), PanSALB derives its mandate from Section 6(5)(a) and (b) of the Constitution to promote and protect multilingualism, advance language rights and create conditions for the development of all official languages, including the Khoi, San and Nama languages and sign language.

ADMINISTRATION CLERK: OFFICE OF THE CEO

Twenty-Four (24) months fixed-term employment contract

Salary Level 4: R 275,497 per annum (Inclusive of 37% in lieu of benefits)

Reference: 01/ 2026

Location: Head Office (Pretoria, Arcadia)

MINIMUM REQUIREMENTS: Applicants must possess National Senior Certificate (NQF 4) and a relevant NQF Level 6 or higher qualification in Public Administration, Office Administration/ Management, or Corporate Governance or any related field, with 1-2 years' relevant office administration experience in the office of the CEO or equivalent environment

TECHNICAL EXPERIENCE: *Strong knowledge of bookkeeping, reconciliation and advanced report writing*Record-keeping and maintenance of filing systems*Proven ability to draft minutes, travel management, financial management *Managing of the CEO's diary in the absence of the PA *Administration of correspondence*Excellent communication skills, with an affinity for detail, organization, and accuracy. * Coordination of meetings and Project Administration

BEHAVIORAL COMPETENCIES: Attention to detail *Strong verbal and written communication skills *Accountability and ethical conduct*Assertiveness *Pro-activeness *Deadline-oriented *Team player *Professionalism *Problem solving *Task oriented *Ability to work under pressure

DUTIES: The successful incumbent will be expected to perform, amongst others:

Provide Secretarial Services for the Office;

- Efficient administration of the CEO's office
- Schedule the MANCO and staff meetings on behalf of the CEO
- Ensure distribution of all reports that come through to the CEO's office
- Take enquiries from internal and external clients, maintain report of expenses in the CEO's office, ensure that all committee members submit agenda items timeously etc.

Corporate Strategic Alignment and Support

- Collate information and prepare reports, letters, memo's and presentations as required and according to organizational standards and image requirements
- Promote corporate values and Code of Conduct in daily performance
- Provide administration and secretarial support to Executive Management Committee

Accurate travel arrangements for PanSALB travelers

- Make travel arrangements for staff in the Office of the CEO.
- Liaise with the SCM Division or travelling agent in relation to airlines tickets, hotels bookings and transport arrangements.
- Coordinate and manage booking of venues.
- Maintain extensive network of contacts with the travel and venue suppliers
- Provide immediate notification to travelers of cancellations, delays, changes, re-routing, and postponement of flights
- Obtain approval on travel, hotel and venue requests etc.

Ad hoc

- Provide all other administrative tasks within the OCEO

Applications must be submitted using a signed and dated PanSALB Application Form, which can be obtained from the PanSALB website. Each application must include a comprehensive CV, along with copies of your ID and qualifications. Incomplete applications will not be considered.

Interested individuals are invited to forward their applications via e-mail to recruitment@pansalb.org

Enquiries: Mr Bongani Mahlangu on 012 341 9638.

PanSALB is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in PanSALB through the filling of posts. Preference will be given to youth, women, and people living with disability. Candidates must note that they may be interviewed in any official language or choose which language they wish to be interviewed in. If you have not been contacted one month of the closing date, kindly deem your application unsuccessfully. Correspondence will only be with the short-listed candid. PanSALB reserves the right not to appoint

Closing Date: 19 October 2026