

EXECUTIVE PERSONAL ASSISTANT TO THE CEO REPORTING TO THE CHIEF EXECUTIVE OFFICER (CEO)

Purpose of the Job

- To perform executive/secretarial support functions and administration in the office of the CEO to enable achievement of operational effectiveness and efficiency.

Key Performance Areas

- Strategic management of the CEO's office.
- Manage and execute functional and operational management activities of the CEO's office
- Ensure the upkeep and hygiene of the CEO's office
- Resources management of the CEO's office.
- Implement a monitoring and evaluation system to assist management in assessing organisational performance.
- Liaise with the business units and manage submissions on board reports.
- Provide strategic support on the management of processes for monitoring TAG performance in terms of achieving strategic objectives.
- Coordinate and manage the process of performance contracting and performance reviews for the senior management team.
- Assist in the co-ordination, organisation and convening of projects meeting.
- Prepares for meetings, events and delivery of documents.
- Completes miscellaneous research and reports as requested.
- Draft memorandums for the CEO
- Coordinates meetings for the Project EXCO
- Manages running of daily activities of the CEO's office.
- Provide administration duties related to all projects.
- Manage the CEO's diary and schedule appointments with internal and external stakeholders, other agencies and Departments.
- Ensure CEO's availability to attend events and secure in the diary
- Manage the day to day activities of the CEO's office, make necessary arrangements and representations where CEO is not available
- Take minutes in relevant meetings of the CEO
- Follow up to ensure scheduled meetings take place and prioritise meetings to ensure there are no double bookings
- Handle and screen incoming calls, take messages or direct the calls to the CEO
- Provide support to the CEO in respect of official matters and provide necessary assistance on personal or related matters.
- Where required check the CEO's emails to ensure information is communicated timeously
- Write memos for domestic travelling and all other travelling arrangements for the CEO.
- Co-ordinate and expedite follow-up work as may be required i.e. record and circulate tasks to the Managers and conduct follow-ups in collaboration with the Strategic Executive Assistant in the Office of CEO.

- Review documents to be submitted to the CEO for signature and make necessary recommendations on any amendments to be made to the relevant person.
- Ensure all documentation is presented in the correct format and quality for submission to the CEO
- Advise the management on timely and correct submissions of documents
- Compile reports, letters and presentations in the appropriate format
- Conduct desktop research when required on certain issues that CEO needs.
- File documentation for ease of retrieval (both electronic and manual).
- Coordinate travel arrangements with Finance in terms of flight bookings, accommodation and car hire.
- Coordinate logistics for staff meetings
- Coordinate stationery requirements
- Submit all CEO related expenditure claims for monthly payroll processing
- Coordinating documentation required for People Management purposes.

Preferred Minimum Qualification and Experience

- Grade 12/ National Senior Certificate/Matric and Bachelor's degree in Public Management or Office Administration or Business management,
- Five (5) years' experience and knowledge in strategic office Management and Administrative Support, supporting Executives. Personal Assistant experience at an executive management level including but not limited to C-suits.

Preferred Knowledge and Skills

- In-depth knowledge and understanding of project planning processes and management.
- In-depth knowledge of financial and management accounting, risk and project management
- Exposure to and knowledge of public service or ambit of public entities will be an added advantage.
- Ability to work with sensitive information and maintain the utmost confidentiality.
- Ability to maintain a high level of accuracy in preparing reports and attention to details.
- Integrity and honesty in handling confidential information.
- Ability to handle sensitive issues at all levels and work well under pressure.
- Knowledge and understanding of the relevant legislation.

Critical/Core Competencies

- Business Acumen
- Strategic Thinking
- Ability to work under pressure.
- Relationship building and networking.
- Creative thinking and innovation
- Time Management
- Confidentiality
- Results oriented with attention to detail.
- Conceptual thinking and problem solving
- Communication skills (both verbal and written)
- Strong negotiation and influencing skills.

HOW TO APPLY

Please click the link below to apply:

[Click here To Apply](#)

IMPORTANT INFORMATION

- Applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted.
- Appointments will be made in accordance with TAG's Employment Equity Plan.
- Successful candidate be required to undergo employment background reference check, psychometric assessments, qualifications, reference and other related verification.

Closing Date: 13 February 2026

If you do not receive feedback within three (3) months of the closing date, please consider your application unsuccessful.