

The Water Research Commission (WRC) is a dynamic hub for water-centred knowledge, innovation and intellectual capital, providing leadership for research and development through the support of knowledge creation, transfer and application. It engages stakeholders and partners involving water-related problems, which are crucial to South-Africa's sustainable development and economic growth, and is committed to promoting a better quality of life for all. Applications are invited from suitably qualified individuals for the Pretoria-based position of:

### **Executive Assistant**

This position calls for an energetic and experienced person to provide ongoing support to the Executive Manager: Corporate Services in ensuring that portfolio and operational objectives are achieved. The successful candidate will report to Executive Manager: Corporate Services.

#### **Minimum qualifications and experience required:**

- An appropriate qualification in secretarial/administration services
- At least 3 - 5 years' experience as Secretarial/ Office Management or an equivalent administrative position
- Relevant experience with varied interactions in a task orientated environment
- Knowledge of MS Word, Excel, Access, PowerPoint and reasonable typing speed

#### **The position entails but is not limited to the following responsibilities:**

- Administrative support to the Executive Manager: Corporate Services
- Monitoring of action plans
- Assist in compilation of reports for the strategic area
- Produce progress reports for portfolio targets
- Develops and maintains relationships with key stakeholders
- Reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Represent the Executive at meetings when required

#### **Job Competencies:**

- Good Planning, coordinating and scheduling skills
- Excellent communication skills, both verbal and written
- Ability to Multi-task without compromising on quality when completing tasks.
- Must be able to handle detailed tasks simultaneously and thoroughly
- Must be reliable and have integrity
- Superior comprehension skills, must be fast learner
- Ability to deal with confidential matters

Appointment will be made in line with the WRC's employment equity policy. Applications, accompanied by a detailed CV with three references, should be submitted to Human Resources, e-mail: [.hr@wrc.org.za](mailto:hr@wrc.org.za). Closing date: **16 March 2016** If you are not contacted by 15 April 2016 please consider your application as unsuccessful.