



<https://www.zimche.ac.zw/job/personal-assistant-pa-to-the-chief-executive-officer/>

Personal Assistant (PA) to the Chief Executive Officer

Job Profile

Applications are being invited from suitably qualified candidates for the position of Personal Assistant to the CEO in the ZIMCHE based in Harare. The Zimbabwe Council for Higher Education (ZIMCHE), a quality control regulatory authority, was established by an Act of Parliament, [Chapter 25:27], in 2006, to promote and co-ordinate education provided by higher and tertiary institutions, superintend over standards, act as a regulator in the determination and maintenance of examinations, academic qualifications and research.

As a government parastatal, we are looking for a highly qualified, competent and professionally mature person who is committed to ensuring that the office of the CEO is managed efficiently and in a very professional manner. The ideal person should be able to work with and communicate with senior government officials and Vice Chancellors. The person we are looking for should have the ability to maintain confidentiality in the office of the CEO and manage his diary in a very professional manner electronically and manually. Ideally, we are looking for someone who is over thirty-five years of age.

This position exists to support the CEO in the execution of his duties through providing high quality executive personal assistance and administrative support to ensure that the corporate vision, mission and goals of the ZIMCHE are achieved.

The incumbent is expected liaise frequently with and may supervise the other PA's in their execution of duties and from time to time assigns them with tasks. Hence the need for good teamwork capabilities in this position. Additionally, the Personal Assistant is there to liaise closely with the Chief Operating Officer in managing and coordinating the Council's activities from the Chief Executive Officer's office through effective communication, planning and organizing to ensure the provision of effective support to the Council and the ZIMCHE staff in general.

Key Responsibilities

Maintenance of the CEOs Diary

The incumbent is responsible for organizing and updating all requests for appointments and meetings for the CEO and when necessary, liaising with the CEO on appropriate times for such meetings to ensure adequate planning. The PA will ensure that all meetings are done as scheduled and any cancellations, postponements or otherwise are dealt with accordingly. The incumbent is responsible for processing and compiling relevant documentation to ensure that the CEO has necessary documents for scheduled meetings and appointments. This is to ensure effective internal and external stakeholder relations management and the effective execution of the CEO's duties.

Communication facilitation

The PA will act as the first point of contact between the CEO and internal and external contacts. The PA receives visitors, answers telephone lines, monitors

Hiring organization

Zimbabwe Council for Higher Education

Job Location

Harare

Date posted

August 25, 2019

Valid through

September 6, 2019

telephones and manages interruptions to support the effective time management of the CEOs office. He/she coordinates communication between the CEO and relevant contacts that include Office of the President and Cabinet, Ministry of Higher and Tertiary Education, Council members and Vice Chancellors of all institutions. Therefore, we are looking for a very mature, experienced and professional individual. The incumbent is responsible for manning the ZIMCHE general email line and forwarding emails to the relevant Directorate or individuals accordingly. This is to facilitate smooth communication between the Council and stakeholders as well as ensuring efficiency in the Council's operations.

Administrative Duties

The incumbent will work closely with Managerial/Directorial staff to execute any administrative duties assigned to him/her by the CEO. The incumbent will devise and maintain office systems to ensure order and quick access of information through for example manual and electronic filing. It is the PA's responsibility to ensure that all confidential documents are stored safely and that only relevant personnel have access to them. Ability to save documents on the cloud will be critical. The incumbent will draft letters and memos on behalf of the CEO as well as carrying out all typing as required. Ability to do short hand is essential. The incumbent will ensure that stationery and other supplies required by the office are available to avoid disruption of work. IN consultation with the COO/Manager, the PA coordinates the agenda of the Executive Management Committee meetings and all staff meetings to ensure they are carried out accordingly. He/she also takes minutes in some of the meetings.

Reports

Working closely with the COO/Manager, the PA will assist the COO/Manager in compiling information from institutions for their annual reports to ZIMCHE. This is done annually and requires high levels of efficiency in order to provide required progress reports while strategically positioning ZIMCHE with the parent Ministry and Government.

Education and Qualifications

1. 5 'O' levels including English Language.
2. HND in Secretarial Studies, or a Diploma in Secretarial Studies, or a Diploma in Office Management. A relevant degree will be an added advantage.
3. Advanced knowledge of MS Word, Power Point.
4. Basic knowledge of MS Excel, ICDL or equivalent computer course.
5. Willingness to learn MS Project.

Experience

At least 5-7 years' relevant experience as a PA of a CEO or 2 or more years' experience working in a Vice Chancellor's office in a university.

Mode of Application

Candidates are expected to upload their application on the ZIMCHE website or send six (6) copies including a detailed CV, including the names, and contact details of three references; and certified copies of certificates to the Chief Executive Officer, ZIMCHE, No. 21, J. M. Nkomo Road, Hatfield, Harare, Zimbabwe, not later than September 6th, 2019.