

# **Personal Assistant to the Chairperson of the South African Board for Sheriffs (SABFS)**



Permanent Position  
Gauteng

**Remuneration: An all-inclusive package of R 350 000.00 per annum  
(Total cost of employment)**

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added secretarial and administration services to the Chairperson of the SABFS.

## **KEY PERFORMANCE AREAS**

- Managing the Chairperson's diary in respect of the SABFS
- Scheduling and attending meetings
- Documenting Chairperson's meetings
- Electronic recording and preservation/safeguarding of all meetings
- Record accurate and professional minutes of meetings
- Meticulous record keeping and archiving
- Provide the Chairperson with all information needed within the scope of their duties
- Handling claims for Chairperson expenses

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Integrity, loyalty, and discrete personality
- Teamwork and service orientated
- Self-motivated and self-starter/initiative
- Excellent organisational skills, ability to prioritise assignments and work effectively under pressure with minimum supervision
- High degree of availability
- Experienced with minute taking and management of the office
- Knowledge of corporate governance and compliance
- Ability to deal with the necessary technical equipment (laptops, projector, etc.)

## **QUALIFICATIONS AND EXPERIENCE**

- Grade 12, Secretarial Diploma or equivalent qualification
- Minimum of 3 – 5 years relevant experience in a regulatory and/or compliance/administration management environment of which 2 years should be providing support to a Chairperson/CEO/Executive Director
- Relevant working knowledge of the POPIA act and regulations
- Strong organisational skills, time and ability to meet deadlines and produce notes and minutes in a timely manner for distribution and action by the Chairperson
- Excellent notetaking, transcription, and computer literacy skills
- Decisive, innovative, and flexible with the ability to compromise and strongly service oriented
- Excellent communications skills
- High proficiency in MS Word, Excel and PowerPoint skills are required

**NOTE:** The South African Board for Sheriffs encourage applications from people with disabilities  
Communication will be limited to shortlisted candidates only.

**APPLICATION PROCESS**

A letter of application together with an updated Curriculum Vitae and certified copies of qualifications should be submitted to **jobs@sheriffs.org.za**

**Closing date:**        **16 September 2022**