

JOB PROFILE

1. Position Detail

Job Title	Executive Secretary
Job Grade	C2
Date Reviewed	25 August 2026
Location	Auckland Park, Johannesburg

Position in the Organisation:

Department	Office of the CEO
1st Line Manager	Chief Executive Officer (CEO)
Direct Subordinate(s)	None

Overall Purpose of the Job

Purpose Statement
Responsible for the provision of secretarial and office management support to the Chief Executive Officer, including the coordination of special projects, to ensure the smooth running of the Office of the CEO. The role enables the CEO's effectiveness through proactive executive support, structured gatekeeping, high-quality communication, and disciplined management of the CEO's time, access, information flow, and readiness. It also supports the shaping and delivery of a clear, credible, and consistent leadership narrative internally and externally, translating CEO intent, strategy, and change priorities into communication that drives alignment, reinforces culture, and builds trust with stakeholders.

Education (Formal Qualification Required)

Minimum
NQF Level 6 Qualification in Business Administration or Public Administration or Marketing or Communications or Public Relations or Relevant at NQF Level 6
Advantageous
NQF Level 7 Qualification in Business Administration or Public Administration or Relevant at NQF Level 7

Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's License

Experience (Experience Required - Number of years)

Minimum
3 years' secretarial experience for Executive level position. 3–5 years' experience supporting senior leaders in executive support, communications, or related roles, with exposure to content creation, digital communication, social media, events, leadership communication, or PR initiatives.
Advantageous
5-7 years' secretarial experience for Executive level position. Degree in Marketing, Communications, Journalism, Public Relations, or related field; strong executive-level writing and messaging capability; proven ability to create compelling content across digital, live, and leadership platforms; experience coordinating media, PR, and external communication partners; solid research and insight development skills to support speeches and engagements; and ability to coordinate stakeholders and agencies to deliver high-quality communication outputs. Knowledge of government protocols and experience in a Corporate

2. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Secretarial Support to the CEO	- Screen incoming telephone calls, taking detailed messages in the absence of the CEO - Manage the diary of the CEO, by diarising and coordinating the scheduling of appointments, meetings and events promptly and correctly - Prepare required documentation for scheduled meetings accurately and timeously - Coordinate travel arrangements with the appointed travel service provider, and document a travel itinerary, as and when required - Prioritise correspondence items that need the attention of the CEO or for delegation to another staff member - Type letters, memorandums and general correspondence for internal and external purposes - Assist the CEO in the preparation of presentations - Coordinate the submission of monthly claims for the CEO with the Finance Department, as per company policy and procedures - Enable the CEO's effectiveness through proactive management of time, access, information flow, and executive readiness. - Act as a trusted gatekeeper, ensuring structured prioritisation, confidentiality, and disciplined follow-through on CEO commitments.	40%
Office Management for the Office of the CEO	- Monitor expenditure of the Office of the CEO to ensure alignment to the approved budget and prepare monthly variance reports for the CEO's review - Maintain an up-to-date document management system for safeguarding and ease of tracking and retrieval of documents - Maintain and update the contacts database - Take minutes of meetings and distribute to the relevant stakeholders - Gather relevant information and prepare close-out reports, as and when required (e.g. following an event or workshop) - Receive and welcome guests to the Office of the CEO and manage the necessary logistics e.g. parking arrangements or refreshments - Coordinate stationery and consumables for the Office of the CEO - Assist the CEO to coordinate Board and Committee meetings and schedules - Assist the CEO to type reports for Board and Committee meetings	40%
Special Projects Support	- Coordinate the management of the strategy implementation plan in the Office of the CEO - Coordinate special projects for the Office of the CEO to ensure delivery is on time, on budget and within scope - Assist with the management of special project management systems that relate to the Office of the CEO - Shape and deliver a clear, credible, and consistent CEO leadership narrative across internal and external platforms. - Drive organisational alignment through effective internal communication and leadership messaging. - Strengthen brand trust and CEO visibility through well-prepared engagements, events, media interactions, and stakeholder communication. - Ensure all CEO engagements are supported by well-researched, accurate, and fit-for-purpose content.	20%

3. Competencies (Knowledge, Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
MS Office proficiency; executive support best practices, including calendar, inbox, and access management	Communication	Attention to detail; confident, dynamic, socially agile, emotionally intelligent, highly organised, curious, well-informed, and able to represent the CEO with credibility, judgement, polish, and discretion

Document management; executive and leadership communication practices	Interpersonal	Professional
Project management principles; internal and external communication platforms and engagement channels	Planning	Client focused
Records and Information Management; digital communication and social media, including LinkedIn	Time management	Work under pressure
Workflow principles; speechwriting, briefing preparation, executive protocol, and digital productivity and collaboration tools	Relationship building	Integrity
	Problem solving	Confidentiality
	Business report writing; executive-level writing, messaging, content creation, briefing preparation, and stakeholder communication	Reliable
	Minute taking	

4. Special Requirements

Detail
May be required to travel to support the CEO on projects and be available to work irregular working hours