



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

EXECUTIVE ADMINISTRATOR:CEO (REF: EXECADMIN)

(Reporting to the Corporate Services Manager)

Parktown, Gauteng
Salary Negotiable

Purpose	
<p>The main purpose of the Executive Administrator is to provide administrative and coordination support to the CEO, facilitate effective communication with stakeholders and support the delivery of key organisational strategic deliverables.</p> <p>Key stakeholders the Executive Administrator will engage with are:</p> <ul style="list-style-type: none"> • Government stakeholders • Council • Executive Management • Stakeholders • Service Providers • Staff 	
Key responsibilities	
Key Performance Areas	Activities
Executive Support and Coordination	<ul style="list-style-type: none"> • Planning and scheduling the Chief Executive Officer's annual, quarterly, monthly, weekly and daily tasks as required by receiving schedules, scheduling, inviting relevant stakeholders and coordinating that Executive and / or stakeholders have all required meeting documentation within defined standards and prior to meetings. • Schedule and coordinate meetings in the Chief Executive Officer's diary by receiving requests for meetings, identifying priority, identifying schedule opportunities, resolving conflicting meeting schedules and scheduling appropriately within defined standards • Identify meetings that the Chief Executive Office cannot attend and recommend alternative Executive attendee by understanding the meeting purpose, aligning this with the relevant executive and requesting executive attendance as required • Ensure that meetings are well coordinated by booking the venues, organising documentation, catering and technology as required, prior to meetings. • Linking the CEO with the business by identifying key dynamics and trends in the business, sourcing relevant information on these dynamics and trends and providing the CEO with input to support effective resolution of challenges and conflict as required
Stakeholder Relationship Management	<ul style="list-style-type: none"> • Represent SHRA on first contact by responding to communication professionally, referring stakeholders to relevant executives correctly, and building professional and supportive relationships with stakeholders that engage with the Chief Executive Officer on a regular basis as required. • Building influential relationships with stakeholders to support effective and efficient processing of SHRA requirements by gaining the trust of stakeholder contact people, understanding stakeholder processes and requirements and

	<p>influencing stakeholders appropriately to achieve SHRA objectives as required.</p> <ul style="list-style-type: none"> Resolving stakeholder queries and complaints by receiving the query or complaint, evaluating the cause and solution, implementing a solution and resolving the query in a manner that maintains the stakeholder relationships within the defined standards.
Council and Shareholder Engagement	<ul style="list-style-type: none"> Engage with Council members by drafting and disseminating communication, receiving and addressing queries and requests for information, coordinating logistical arrangements and representing the CEO's Office with the Council members as required. Engage with the shareholder by identifying and sourcing the relevant contact people, developing relationships with key decision makers, receiving queries and requests for information, drafting and communicating responses and addressing any other issues as required
Executive's Office Management	<ul style="list-style-type: none"> Develop and update the departmental calendar with all key engagements and deliverable deadlines, implement reminders to relevant stakeholders to submit requirements, track compliance with calendar and coordinate that all calendar deliverables are received on time and to standard by the agreed date Manage correspondence by reviewing correspondence received, sorting and redirecting correspondence, drafting responses and following up on correspondence daily. Plan and schedule Executive Team annual, quarterly, monthly, weekly and daily tasks as required by receiving schedules, scheduling, inviting relevant stakeholders and coordinating that Executive and/or stakeholders have all required meeting documentation within defined standards and prior to meeting Managing the quality of all documentation being submitted to the Executive by reviewing all documents, checking for accuracy, relevance and completeness, returning for amendment and addressing recurring issues by escalating prior to submitting documents to Executive and as required Coordinate leave applications for members of the Executive's office by checking leave application in line with the team calendar and leave schedules, making recommendations regarding leave approval or decline and submitting to Executive for approval within defined standards Manage the smooth daily functioning and operations of the Executive's office by identifying challenges being faced in the office, identifying solutions, implementing and resolving within defined standards
Reporting	<ul style="list-style-type: none"> Collate reports by liaising with relevant contributors, collecting and collating data into the report structure, identifying the anomalies and inconsistencies in the reports and raising these as required Draft reports by collecting information and drafting reports as required
Event Management	<ul style="list-style-type: none"> Coordinate events (including strategy sessions, staff meetings, team buildings etc.) by receiving brief and budget, identifying special needs and requirements, sourcing service providers in line with the procurement policy, conducting venue inspections when required, coordinating to meet brief and budget and facilitating successful events as and when required. Manage event service providers in conjunction with Marketing Manage that events are successfully attended by drafting invitations and reminders, distributing and managing RSVP within deadline Reconcile event spend post event by collating all expenses and reconciling with allocated event budget, addressing issues and reporting on budget compliance by agreed deadline
Travel Coordination	<ul style="list-style-type: none"> Coordinate travel, accommodation and car hire for Executive by engaging with the approved travel agent, briefing on travel requirements, coordinating

	<p>travel changes, addressing travel issues and checking travel booking accuracy as required and as per policy</p> <ul style="list-style-type: none"> • Coordinate that international travel is conducted successfully by coordinating travel allowance, invitations to international stakeholders, checking and coordinating of immunisation requirements and making Executive aware of international risks within defined standards • Coordinate the capture and maintenance of the Executive travel logbook by receiving travel mileage monthly, capturing into the defined template and submitting for financial recompense and SARS submissions annually • Reconcile travel spend with allocated budget, by receiving Travel Agency invoices, checking against booking made / cancelled / changed and budget allocated and addressing issues monthly • Manage travel service providers by addressing travel errors or queries, addressing defined standards non-compliance and making recommendations on contract renewal or extension to SCM annually
General Administration	<ul style="list-style-type: none"> • Provide any other administrative support by receiving request, addressing, resolving and completing as per standards and deadline, as and when required • Manage that all documentation is drafted accurately within turnaround time, filed securely within defined standards and confidentiality is maintained on an ongoing basis • Track routing of documents by creating and maintaining a register of documents received and distributed daily • Prepare Council Remuneration schedule for submission to finance for processing.
REQUIREMENTS	
<p>Qualifications/Knowledge (including most relevant field of study)</p> <ul style="list-style-type: none"> • An Executive PA qualification required (NQF 5) • A Degree in Business Administration or similar is preferred • Relevant computer literacy 	<p>Experience</p> <ul style="list-style-type: none"> • 5 years Executive PA experience • 2 years Board / Council engagement experience is preferred • 1 years Public Sector experience preferred
Leadership, technical and behavioural competencies	
<ul style="list-style-type: none"> • Administration Support • Scheduling and Coordination • Customer/Citizen Service and Orientation • Assertiveness • Ethics and Integrity • Professionalism 	<ul style="list-style-type: none"> • Record Keeping and Storage • Concern for Others • Stakeholder Engagement • Communication -Written • Planning and Organising • Self-Management and Maturity

Note: SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to recruitment@shra.org.za. **Please ensure that you use the reference (Ref: EXECADMIN) in the subject line.** The closing date for applying is 13 January 2023.