



VACANCIES 2022/2023

i) Chief Executive Officer's Office

Personal Assistant

Minimum Qualifications: Bachelor's degree in Business Administration / Commerce or equivalent.

Added Advantage: Qualification in Secretarial Studies / Business Studies or equivalent.

Experience: 5 years' experience working in a similar position.

Competencies:

- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat.
- Ability to conduct research and present information in a succinct and well written manner.
- Ability to work independently and with professional discretion.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills
- Communication skills and reporting skills
- Fluent in both spoken and written English
- Accountable

- Dependable
- Honesty and trustworthiness

Job Description: Provide high quality executive personal assistant and administrative support to the CEO whilst providing comprehensive administrative support to the Agency to ensure team co-ordination for the CEO for the smooth operation of the Agency. To further serve as the primary point of contact for internal and external partners on all matters pertaining to the Office of the CEO.

REMUNERATION

- A competitive remuneration package will be offered to the successful candidates.

APPLICATION PROCEDURE

- Applicants must submit comprehensive curriculum vitae, including three (3) traceable referees, which must be accompanied by recently certified copies of certificates to The Recruiting Officer •By e-mail to recruitment@esppra.co.sz • Closing Date: 23rd January 2023 •Late applications will not be considered • All shortlisted candidates will be subject to psychometric testing as well as criminal checks and a security clearance • Correspondence will be limited to short-listed applicants only.