



## 1. Position Detail

|                |                     |                   |            |
|----------------|---------------------|-------------------|------------|
| Position Title | Executive Assistant | Grade / Job Level |            |
| Department     | CEO Office          | Sub-Division      | CEO Office |
| Date Reviewed  | 24 February 2026    | Geographical Area |            |

## 2. Position in the Organisation

|                                               |                         |
|-----------------------------------------------|-------------------------|
| 2 <sup>nd</sup> Line Manager                  | Board                   |
| 1 <sup>st</sup> Line Manager                  | Chief Executive Officer |
| This Position                                 | Executive Assistant     |
| Direct Subordinate(s)                         | N/A                     |
| Number of People Reporting into this Position | 0                       |

## 3. Overall Purpose of the Job

|                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose Statement                                                                                                                                                                                                                                                                                                                                                                                  |
| The Executive Assistant supports the CEO by coordinating the activities of the CEO's Office, managing priorities and logistics, and ensuring effective preparation and follow-through on executive, governance and stakeholder engagements. The role enables alignment across the organisation by tracking deliverables, facilitating communication and supporting selected strategic initiatives. |

## 4. Education (Formal Qualification Required)

|                                                                                |
|--------------------------------------------------------------------------------|
| Minimum                                                                        |
| Degree in Business, Administration, or related discipline (NQF Level 7)        |
| Ideal                                                                          |
| Honours Degree in Business Administration, or related discipline (NQF Level 8) |

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

|                  |
|------------------|
| Detail           |
| Driver's License |

## 6. Experience (Minimum Experience Required - Number of years)

|                                                                             |             |
|-----------------------------------------------------------------------------|-------------|
| Minimum                                                                     | (Years)     |
| Experience in administration or business environment at the executive level | 7-10 Years  |
| Advantageous                                                                |             |
| Experience in the non-profit and youth development space                    | 2 – 5 Years |

### 7. Position Description

| Key Performance Area / Main Output       | Detailed Description / Inputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Executive Office Coordination</b>     | <p>Manage the daily operations of the CEO's Office, ensuring that priorities, meetings and deadlines are structured and aligned to organisational objectives</p> <p>Coordinate and maintain the CEO's commitments, ensuring appropriate sequencing and time allocation</p> <p>Track Executive Committee deliverables and follow up with executives on agreed actions to ensure completion within required timeframes</p> <p>Follow up on next steps arising from meetings and ensure these are documented, assigned and scheduled</p> <p>Maintain and update CEO priority project lists and action trackers to ensure visibility of progress</p> <p>Address logistical or coordination matters that may impact delivery</p> <p>Maintain oversight of key stakeholder engagements to ensure alignment with strategic priorities</p> |
| <b>Meeting Coordination</b>              | <p>Manage and optimise the CEO's diary in line with governance and operational requirements</p> <p>Identify relevant stakeholders for engagements and schedule meetings at the appropriate level</p> <p>Prepare meeting packs, including agendas, background research, briefing notes, reports and talking points</p> <p>Coordinate Board, Executive Committee and governance-related meetings, ensuring documentation is prepared and distributed timeously</p> <p>Attend meetings where required, record accurate minutes and document decisions and action items</p> <p>Track and follow up on actions arising from meetings to ensure accountability</p> <p>Maintain organised records of governance documentation and correspondence</p>                                                                                      |
| <b>Travel and Logistics Coordination</b> | <p>Coordinate local and international travel arrangements, including visas, flights, accommodation, conference registrations and transport</p> <p>Develop detailed itineraries aligned to meeting objectives and strategic priorities</p> <p>Schedule stakeholder engagements linked to travel commitments to optimise time and presence</p> <p>Liaise with travel agencies, embassies, event organisers and stakeholders to ensure arrangements are confirmed and compliant</p> <p>Monitor travel schedules and adjust arrangements where required</p>                                                                                                                                                                                                                                                                            |

| Key Performance Area / Main Output                   | Detailed Description / Inputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Support to CEO and Organisational Initiatives</b> | <p>Assist with preparation of presentations, speeches, reports, briefing documents and executive correspondence</p> <p>Conduct research and compile relevant information to support engagements and decision-making</p> <p>Support coordination of selected projects across the Fund and the Nelson Mandela Children's Hospital</p> <p>Liaise with executives, managers and external stakeholders to support implementation of agreed initiatives</p> <p>Maintain documentation and reporting on CEO-led initiatives and progress updates</p> |
| <b>Administrative and Office Management</b>          | <p>Maintain filing systems and document management processes to ensure accessibility and confidentiality</p> <p>Manage expenses related to the CEO's Office in liaison with the Finance Department</p> <p>Coordinate venues, catering and logistics for meetings and executive engagements</p> <p>Manage incoming calls, emails and correspondence, drafting responses where appropriate and directing queries accordingly</p> <p>Maintain office supplies and ensure the smooth functioning of the CEO's Office</p>                          |
| <b>Organisational Communication and Alignment</b>    | <p>Track organisation-wide engagements and developments relevant to the CEO</p> <p>Maintain communication with divisions to ensure visibility of programme and operational matters</p> <p>Provide the CEO with structured updates on organisational developments requiring attention</p> <p>Support internal communication and coordination initiatives where required</p> <p>Facilitate communication between divisions and stakeholders to support execution of priorities</p>                                                              |

## 8. Special Requirements

|        |
|--------|
| Detail |
| N/A    |

**9. Competencies (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          |
|--------------------------------------------------------------|-------------------------------------------------------|---------------------------------|
| Knowledge of the Non-Profit Environment in South Africa      | Business Acumen                                       | Results Orientation             |
| Knowledge of Secretariat Administration Best Practices       | Administration                                        | Attention to Detail             |
| Expertise and Understanding of Child and Youth Development   | Communication (Written and Verbal)                    | Quality and Accuracy            |
| Knowledge of Executive Management Roles and Responsibilities | Computer Literacy, Microsoft Word and Microsoft Excel | Interpersonal Understanding     |
|                                                              | Microsoft PowerPoint and Microsoft Outlook            | Organisational Awareness        |
|                                                              | Planning and Organising                               | Teamwork and Cooperation        |
|                                                              | Report Writing                                        | Integrity                       |
|                                                              | Time Management                                       | Corporate Citizenship Behaviour |
|                                                              | Problem Solving                                       | Take Ownership                  |
|                                                              |                                                       |                                 |

**10. Participants**

| Participant Name     | Participant Designation                       |
|----------------------|-----------------------------------------------|
| Dr Linda Ncube-Nkomo | Chief Executive Officer                       |
| Belinda O'Regan      | 21 <sup>st</sup> Century Executive Consultant |

**11. Approved By (Incumbent and Line Manager)**

| Name | Designation  | Date | Signature |
|------|--------------|------|-----------|
|      | Line Manager |      |           |
|      | Incumbent    |      |           |