

ENERGY COUNCIL OF SOUTH AFRICA SEEKING AN *EXECUTIVE ASSISTANT*



Job Title: **Executive Assistant**

Closing date: 10 February 2023
 Geographical area: Sandton, Gauteng
 Primary Reporting: Chief Executive Officer
 Type of employment: Fixed term contract, renewable (5 years)

Purpose

The Energy Council of South Africa is a newly formed voluntary association with its purpose to enable a thriving and sustainable energy sector in South Africa. The Council wishes to appoint an Executive Assistant who will report to the Chief Executive Officer (CEO), ensuring that the Council plays a leadership role in South Africa’s energy sector, driving stakeholder and policy alignment and assisting in addressing major issues in the energy landscape for inclusive economic growth.

As the collective, unified voice of the energy sector in South Africa, the Council brings together key public and private sector companies, business/industry associations and local development finance institutions that have a significant presence and actively participate in the energy sector of South Africa. The Council will interact with a broad range of stakeholders at all levels, both internally and externally as well as locally and internationally, which include communities, labour unions, political parties, business/industry associations staff, the board and members, senior government officials (particularly the Department of Mineral Resources and Energy).

The Candidate

The successful candidate should in addition to the required skills and experience for the role demonstrate a clear understanding of the Energy Transition and a passion for a sustainable environment.

Candidates should demonstrate an ability to be agile in the way they work and have a passion for innovation.

The Council therefore wishes to appoint an Executive Assistant that will be responsible for:

Key Accountabilities (not exhaustive):

- Manage the office of the CEO, including the diaries and travel of the CEO and Heads
- Perform daily administrative work that includes project administration, membership enquiries and outsourced activities and contracts
- Act as Chief-of-Staff in day-to-day Council management and in interfacing with the CEO priority focus areas
- Scheduling meetings and workshops (both internally and externally)
- Prepare minutes of meetings and ensure the necessary office and IT infrastructure are available for meetings and workshops



- Project administration and coordination
- Report writing and presentation design
- Travel and events management
- Manage membership enquiries (in partnership with the Head of Operations)
- Support the Head of Operations and Head of Policy and Programmes with administrative and project coordination duties as required

Qualifications:

- Bachelor's degree in an applicable field

Minimum Experience:

- 10 - 15 years of experience working in a similar role: private sector or government
- Demonstrable experience and understanding of the energy sector of South Africa and its developmental agenda
- Strong secretarial/administrative, office management and executive support experience

Certification & Other skills:

- Project management/ coordination
- PowerPoint
- Negotiation and communication
- Advanced Report Writing

Competencies:

Analytics: The systematic computational analysis of data or statistics

Collaboration: The action of working with someone to produce something. Persuades and influences stakeholders, builds relationships and partnerships for win-win outcomes

Critical reasoning: The action of critically thinking about something in a logical, sensible way and taking all factors into consideration

Data Management: Knowledgeable of the theory, purpose, architecture and design of the management, administration, and relationships of the organisation's data

Execution capability: The underlying ability to execute a strategy/ project or day to day work

Problem Solving: Is a step-by-step process of defining a problem, searching for information, and testing a series of solutions until the problem is solved. Involves critical thinking, analysis and persistence

Project Coordination: Knowledge and experience with Project Coordination is planning, organizing, and managing tasks and resources to accomplish an objective, this includes an administrative, liaison and support role that supports one or more projects. Usually used during smaller noncapital projects

Self-Mastery: Takes accountability for driving own growth through developing self-awareness, reflecting, seeking feedback and self-correcting. Demonstrate sound multi-functional stakeholder management and engagement abilities

Tech Savvy: Knowledge of the Information Technology Industry including trends, emerging technology, best practices, competition, regulations, and legislation

Written Communications: Sending of messages, orders, or instructions in writing through letters, circulars, manuals, reports, telegrams, office memos, bulletins, etc. It is a formal method of communication and is less flexible

Applications by qualifying candidates can be done by clicking on the following link:

<https://career5.successfactors.eu/sfcareer/jobreqcareerpvt?jobId=115912&company=SASOLINTPROD&st=AAF217423181F1AA70BBC3290AE5793F943C184E>.

For more information on the Energy Council and this exciting role, please visit www.energycouncil.org.za.

