



Registered Trade Union Reg No. LR 2/6/2/1499
Affiliated to Fedusa and a member of IndustriAll.



Head Office:

PO Box 565, Florida, 1710, South Africa.

231 Panorama Drive, Constantia Kloof, 1709, South Africa.

www.uasa.org.za | pr@uasa.org.za

Tel: 011 472 3600 | Fax: 011 674 4057 | UASA Call Center: 086 100 8272

22 September 2026

UASA REQUIRES THE SERVICES OF AN ETHICAL, HIGHLY MOTIVATED PROFESSIONAL INDIVIDUAL TO FILL THE POSITION OF PERSONAL ASSISTANT TO THE CHIEF CORPORATE OFFICER (CCO), SITUATED AT OUR HEAD OFFICE

QUALIFICATIONS/REQUIREMENTS

- **Education:** Matric certificate; Secretarial Studies, or Office Management will be advantageous.
- **Experience:** 2 to 3 years of experience providing administrative support specifically at an executive or senior management level.
- **Technical Skills:** High proficiency in Microsoft Word, Excel, Outlook, PowerPoint.
- **Soft Skills:** Exceptional written and verbal communication, attention to detail, and a calm, proactive approach under tight deadlines.

PURPOSE OF THE POSITION

To aid in maximizing efficiency in the office of the CCO by handling administrative, organizational, and communication tasks.

KEY RESPONSIBILITIES/COMPETENCIES

The successful applicant will be responsible for, although not limited to, the following:

- **Diary & Calendar Management:** Coordinate schedules, book meetings, boardrooms and attend to logistical arrangements.
- **Meeting Coordination:** Prepare agendas, compile briefing packs, arrange catering and refreshments, attend meetings to accurately record minutes and track assigned action items through to completion.
- **Communication & Liaison:** Act as a primary point of contact and professional liaison between senior management, internal staff, and external stakeholders.
- **Document & Report Preparation:** Draft professional correspondence, compiling and submission of reports, documents, letters, memorandums and presentations.
- **Administration:** General administration, filing, document referencing and coordination in an up to date manner.
- **Information Governance:** Handle sensitive commercial, financial, and strategic information with strict confidentiality and discretion.
- **Other:** Dedicated Corporate Services responsibilities.

KEY SKILLS AND COMPETENCIES

The ideal candidate should demonstrate:

- Excellent verbal and communication skills.
- The ability to deal with people, members and stakeholders in a professional, respectful and courteous manner.
- Strong interpersonal skills.
- Proactive approach to problem solving.
- Good administrative and organisational skills.
- The ability to follow instructions and work independently when required.
- The ability to work under pressure and meet deadlines.
- Fully proficient in English.

PERSONAL ATTRIBUTES

- Integrity;
- Ethical;
- Reliable;
- Tactful;
- Assertive;
- Honest;
- Passionate;
- Team player.

Job grading/salary band will be based on BL/BU, depending on skills, experience and qualifications.

A 3 (three) month probationary period will apply.

The following documents must accompany the application:

1. Application letter, stating the position for which you apply;
2. A detailed CV;
3. Certified copies of your identity document and driver's license;
4. Letter of reference or service record.

By submitting an application for employment, the Job Applicant irrevocably, unconditionally and voluntarily consents, but not limited to the employment processes, to the collection and processing of personal information in relation to discharging the obligations and functions in the filling of the vacancy.

UASA -The Union is an equal opportunity employer subject to the provisions of the Employment Equity Act.

Please note that if you have not heard from us within 2 (two) weeks after the closing date, your application has been unsuccessful.

Interested persons should forward their application to Mrs. Theresa Roux, Chief Administrator Payroll & HR by e-mail cv@uasa.org.za on or before the closing date.

CLOSING DATE FOR APPLICATIONS: FRIDAY, 02 OCTOBER 2026 ON OR BEFORE 16h00