



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is Schedule 3C Provincial Public Entity established under the auspices of the Department of Economic Development with a view to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in the Gauteng province

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION

OFFICE MANAGER (HEAD OFFICE 124 MAIN STREET)

Purpose of position

To support the office of the CEO in managing and executing the strategic objectives of the organisation and ensuring that the CEO's office concerning Administration, Reporting, Coordination, and Customer Service is managed efficiently and effectively

Key Responsibilities:

- Develops and manages the operational plan of the CEO's Office for the area of responsibility and ensures monitoring and implementation thereof
- Improves productivity within the CEO's Office and aligns business activities with strategic and operations plan
- Prepares operational reports, advice the CEO on decisions made related to operational matters and attends meetings on behalf of the CEO
- Assist the CEO in monitoring and attending to internal external communications directed to the Office
- Ensured the stakeholders' enquirers and complaints are directed to the relevant business unit and are investigated on behalf of the CEO
- Manages the implementation of projects within the area of responsibility
- Ensures efficient execution of all resolutions taken in management, stakeholders, governance structures and ensures that integrated reporting in implemented
- Ensures accurate statutory reporting and effective reporting to all Governance structures
- Establish collaborative partnerships with both private and public organisations to ensure successful implementation of GEP programmes
- Manages the work of the personnel within the Office of the CEO

Minimum Requirements

- B Degree in Business Management/ Administration/ Management or relevant equivalent

- 5 years' experience in office administration at supervisory level or executive assistant level
- Drivers licence

Competencies (Knowledge, Skills and Attitudes)

- Management
- People Management
- Advanced Communication
- Advanced Interpersonal
- Coordination
- Assertiveness
- Confidentiality
- MS Office

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs to: manageroceo@gep.co.za, with subject being the position applied for, by no **later 21 January 2022 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.