

Job Details

Position:	Personal Assistant: Investigations and Committee Secretary
Department:	Investigations
Remuneration	R579 140
Closing Date:	30 January 2026
Email CV to	recruitment@tianaconsulting.co.za

1. JOB PURPOSE

This position, which reports to the Director Investigations requires strong administrative and secretarial experience. The main responsibilities include:

Providing high-level administrative support to the Director: Investigations and the Investigations Department, including diary management, stakeholder interactions, and procurement of department purchases.

Acting as Secretary to the Investigations and Enforcement Committees, handling meeting scheduling, agenda preparation, minute-taking, and document management.

Ensuring efficient and accurate management of physical and electronic information, as well as maintaining the database of open investigations and receipt of initial investigation responses.

Supporting ad-hoc tasks as required while maintaining professionalism and high levels of accuracy in a fast-paced environment.

2. KEY PERFORMANCE AREAS**Administrative assistance to Director: Investigations**

- Diary management.
- Stakeholder interactions.
- Procurement of department purchases.
- Ad-hoc assistance.

Administrative assistance to Investigations Department

- Follow-up on initial responses from Respondents and Complainants.
- Filing of correspondence.
- Maintain database of open investigations.
- Management of department physical and electronic information.

Secretary to the Investigations and Enforcement Committees

- Scheduling of meetings and related arrangements
- Preparation of agenda packs for meetings.

- Preparation of minutes of meetings.
- Filing of meeting documents.

3. KNOWLEDGE, EXPERIENCE AND ATTRIBUTES

3.1. Qualifications and Previous work experience

- Bachelor of Business Administration (BBA) degree.
- Personal Assistant experience at executive level for a minimum period of 5 years.
- Excellent proficiency in MS Office.
- Working experience as a Committee Secretary would be advantageous.

3.2. Attributes

The following attributes are required of the incumbent:

- Unquestionable integrity and objectivity.
- Excellent attention to detail.
- Excellent verbal and written communication in English.
- Good interpersonal skills.
- Emotionally mature.
- Professional attitude.
- Able to work independently in a fast-paced environment.
- Deadline driven with high levels of accuracy.