

Position:	Personal Assistant and Committee Secretary
Department:	Legal
Remuneration	R668 577
Closing Date:	27 January 2026
Email CV to	recruitment@tianaconsulting.co.za

## 1. JOB PURPOSE

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

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

Acting as Secretary to the Disciplinary Committee, handling meeting scheduling, agenda preparation, minute-taking, invoice processing, logistical arrangements, and document management.

Ensuring efficient and accurate management of physical and electronic information, as well as maintaining the database for Disciplinary files.

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: Legal

Diary management: scheduling internal and external meetings, compiling meeting packs, booking meeting venues, arranging for refreshments, and where necessary, travel logistics.

Stakeholder interactions: Corresponding with external and internal stakeholders as directed.

Annual audit support: retrieve and collate documents requested by the Auditor General, prepare requests for information and draft responses to any audit queries for the Director: Legal.

Budget formulation and adherence support: provide input into the departmental annual budget, compile accurate cost schedules for every hearing and timeous processing of invoices.

Internal documents, reporting and projects: provide input into internal process documents and policies. Review documents submitted to Director Legal and manage various team submissions, reporting deadlines and projects.

### **Administrative assistance to Legal Department**

- Attend to general departmental administration for the legal department including filing, archiving, processing of invoices, and management of departmental annual subscriptions.
- Procurement of departmental purchases, which includes the preparation of relevant requisitions, confirmation budget availability and engaging with Supply Chain Management and ensuring compliance in every procurement.
- Management of department physical and electronic information.
- Ensure compliance with organizational requirements such as leave requests and claim forms.

### **Secretary to the Disciplinary Committees**

- Maintaining a register of disciplinary matters.
- Facilitating the appointment of committee members.
- Assisting with the onboarding of new Committee members.
- Assist with compiling the annual hearing plan and obtaining committee members' availability for planned hearings.
- Preparing and issuing notices of set down.
- Preparation of meeting documents.
- Receiving, reviewing and transmitting hearing evidence bundles and well as communication and processes exchanged between the Committee and the Parties.
- Processing committee claims.
- Facilitating the committee's annual performance assessments and declaration process.
- Compiling, printing and archiving minute books for every hearing.
- Filing of committee or hearing relevant documentation.
- Providing administrative and logistical support to the committee.

## **2. KNOWLEDGE, EXPERIENCE AND ATTRIBUTES**

### **Qualifications and Previous work experience**

- Grade 12 and/or appropriate Office Administration Diploma, Secretarial Diploma or any other relevant training as a Legal, Executive or Committee Secretary.
- A minimum of 5 years' experience as an Executive Secretary/Legal Secretary /Committee Secretary or in similar administrative role.
- Must be proficient in MS Office.
- Committee secretary experience would be advantageous.

### **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.