



an agency of the
Department of Sport, Arts and Culture

✉ 266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
☎ 051 - 4479609 📠 051 - 4476273
www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingsstasie

Job Description: CEO OFFICE COORDINATOR (PERMANENT)

Name: Vacant
Supervisor: CEO
Substitute: N/A
Supervisee/s: N/A

The National Museum has a vacancy for an office coordinator for the CEO’s office. The incumbent will provide high level business support services to the CEO office while maintaining the highest level of professional standards at all times.

Requirements: Minimum Matric plus NQF level 6 qualification. A 3 year secretarial /administration/ social sciences diploma or a degree. Certification in Microsoft Office, Excel and PowerPoint. Typing speed 60 wpm. Minimum 5 years’ experience as a secretary/ personal assistant/ office manager. Advanced skills in the use of Microsoft Office, Excel and PowerPoint. Excellent oral and written communication skills in English.

Purpose of the Position

To provide high level business support services to the CEO office while maintaining the highest level of professional standards at all times.

Key Performance Areas

- Executive Support
- Secretarial Functions
- Council and Committee Support
- Travel and Logistics Management
- Office Management

Knowledge, Skills and Abilities:

Qualification: Minimum –Matric plus NQF level 6 qualification. A 3 year secretarial /administration/ social sciences diploma or a degree. Certification in Microsoft Office, Excel and PowerPoint. Typing speed 60 wpm.

Experience: Minimum 5 years’ experience as a secretary/ personal assistant/ office manager. Advanced skills in the use of Microsoft Office, Excel and PowerPoint. Excellent oral and written communication skills in English. Some experience with working with a Board/ Council.

Personal Attitudes: Professional and well groomed, Confidentiality, the Ability to work in a pressurised work environment with many deadlines; Good interpersonal relations skills. After hours work when required.

Task Group	Weighting %
KPA 1 – Executive Support	25
KPA 2 – Secretarial Functions	25
KPA 3 – Council and Committee Support	20
KPA 4 – Travel and Logistics	15
KPA 5 – Office Management	15
TOTAL	100%



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Key Performance Areas	Major Activities	Critical Competencies
Executive Assistance	<ul style="list-style-type: none"> • Manage, coordinate and maintain calendar of CEO including appointments, meetings and travel; • Manage CEO electronic diary, assessing priority of appointments and reallocation as necessary; • Organise internal and external meetings on behalf of the CEO ensuring all necessary requirements are made e.g. meeting venue, equipment, presentations, agendas and catering • Provide executive and administrative support to CEO; • Monitor and respond to incoming communications (including complaints) to CEO's office including phone calls, emails and walk ins, ensuring correct department distribution; • Maintain a tracking register to track progress on matters that the CEO has to report on to Council and Council Sub Committees. • Coordinate all the administration relating to the CEO exercising delegations and maintain a decision register. 	<ul style="list-style-type: none"> • Excellent numeracy and MS Office (specifically Excel) skills; • Excellent typing skills. • Discretion and trustworthiness: you will often be party of confidential information. • Flexibility and adaptability. • Good oral and written communication skills. • Organisational skills and the ability to multitask. • The ability to be proactive and take the initiative. • Tact and diplomacy.
Secretarial functions	<ul style="list-style-type: none"> • Secretarial support for meetings chaired by the CEO including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, • Writing and distributing comprehensive minutes and action points to all members post meeting; • Drafting and writing high quality reports and presentations, as required by the CEO; • Communicating important updates and information as required by CEO; • Structure the central calendar of DSAC, Treasury compliance deadlines 	<ul style="list-style-type: none"> • Excellent numeracy and MS Office (specifically Excel) skills; • Excellent typing skills. • Good oral and written communication skills.
Key Performance Areas	<ul style="list-style-type: none"> • Major Activities 	Critical Competencies
	<ul style="list-style-type: none"> • Perform receptionist duties: answering the phone, taking messages, filing mail processing and office cleanliness and presentation; • Maintain annual calendar for monthly staff meetings, HOD and other key meetings 	



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Council and Committee support	<ul style="list-style-type: none"> • Receive final minutes from the secretariat and coordinate the signing and filing • Maintain the Council decision log • Maintain the EXCO decision log. • Maintain the Round robin decision log • File all Council records • Distribute Council and Committee agenda and packs electronically and where needed in hardcopy. • Work closely with the outsourced Council secretariat to ensure Council and Committee meetings flow smoothly. • Process Council payments to Finance. • Maintain a list of policies approved • Assist with the audit for any Council related documents • Maintain Council and Committee annual calendars 	<ul style="list-style-type: none"> • Organisational skills and the ability to multitask. • The ability to be proactive and take the initiative. • Trouble shoot problems as they arise. • Confidentiality
Travel and Logistics Management	<ul style="list-style-type: none"> • Organise CEO and Council travel and logistics including flights, visa requirements, hotel accommodation, car rental, meeting schedules while travelling and completing expenses • Organise and confirm meeting venues including arranging refreshments for external meetings 	<ul style="list-style-type: none"> • Organisational skills and the ability to multitask. • The ability to be proactive and take the initiative. • Trouble shoot problems as they arise.
Office Management CEO	<ul style="list-style-type: none"> • Maintain a robust filing system for the office; • Run errands, manage supplies, and all relevant vendor relations; • SCM functions related to CEO office budget. Prepare submissions and upload on the procurement system; • Ensure the office is always accessible during working hours; 	<ul style="list-style-type: none"> • Records management principles and practices • Numeracy skills • Excellent typing skills. • Organisational skills and the ability to multitask.
Key Performance Areas	<ul style="list-style-type: none"> • Major Activities • Manage office equipment and supplies; • Prepare budget submissions and manage the expenses of the office. 	Critical Competencies <ul style="list-style-type: none"> • The ability to be proactive and take the initiative. • Tact and diplomacy

Terms of Contract: Full Time (probationary period applies)

The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.

The National Museum reserves the right not to fill an advertised position.



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If you meet ALL the stated requirements, kindly e-mail your application to applications@nasmus.co.za, including a covering letter, the application form, a copy of your identification document, copies of qualifications (including your academic record) and a comprehensive CV (including three referees with their contact details).

Applications not meeting the criteria will be disqualified.

Should you not hear from us within 21 days after the closing date, consider your application unsuccessful.

Communication will be limited to the short-listed candidates only.

Short-listed candidates will be subjected to a comprehensive selection process

For telephonic inquiries you can call the HR department on **051 4479609** or
email to **applications@nasmus.co.za**

The closing date in respect of these positions will be **31 January 2022**
We thank all applicants for their interest.