



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196
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VACANCY	Project Assistant
LOCATION	Johannesburg
ROLE PURPOSE :	To support the Project Manager and take responsibility for the cross cutting projects in terms of support;
DURATION	12-months period

KEY PERFORMANCE AREAS:

- This includes working with project owners, facilitating meetings and engagement (again linked to barriers and enablers) and highlighting issues that need to be escalated
- Ensuring the effective involvement of all constituents in these projects as relevant (this includes ensuring that constituent coordinators are informed of these requests)
- Developing the decision and action matrix for these projects (and that this is provided to the project manager within 24 hours of the meeting)
- Ensuring that there is a record of each meeting (including attendance) and that this is provided to the project manager within 3 days of the meeting (this includes a brief note as well as the recordings and transcripts from SCM)
- This also involves then being responsible for ensuring that follow up work takes place (letters, meetings etc)
- Developing the monitoring reports for these projects and feeding this to the project manager.
- Supporting the logistics for these meetings (meeting confirmations, venues and transport, catering where relevant and attendance registers) as well as the development of meeting packs.

General Administration

- Assist with the maintenance of an effective filing system.
- Maintain the stakeholder database.

Customer Service

- Understand Operations expectations.
- Clarify what is needed for coordinating meetings in relation to processes and timelines necessary to meet quality requirements of Operations.
- Inform Operations on meeting coordination progress.
- Ensure effective and speedy resolution of all queries raised by stakeholders.

Adhoc

- Perform any other duties as and when requested.

QUALIFICATION AND EXPERIENCE	<ul style="list-style-type: none">• Undergraduate degree/diploma or equivalent.• Office Administration or Secretarial Certificate.• Computer Literacy; MS word, Outlook and Internet Explorer• Minimum 4-5 years' experience in project supporting role• Be able to work in a team and independently when needed.
REMUNERATION	Negotiable
LANGUAGE	English - Fluent (Speak , Read and Write)
CLOSING DATE	6 December 2019
CV TO BE SENT TO	recruitment@nedlac.org.za