



## PERMANENT POSITIONS

<b><u>Department:</u></b>	<b>Metropolitan Trading Company (MTC)</b>
<b><u>Position:</u></b>	<b>Executive Assistant (Permanent)</b>
<b><u>Salary Range:</u></b>	<b>Market Related Salary</b>
<b><u>Division or Cluster:</u></b>	<b>Office of the Executive</b>
<b><u>Reports to:</u></b>	<b>Chief Executive Officer</b>
<b><u>Workplace:</u></b>	<b>Braampark</b>

### **BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:**

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high-speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

### **Educational Requirements and Experience**

- Bachelor of Business Administration / NQF Level 7
- Strong work tenure: Five (5) to Ten (10) years of experience supporting Executives, preferably in Local Government.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.

**Short Detailed Job Description:**

- Complete a broad variety of administrative tasks for the CEO including managing an extremely active calendar of appointments, completing expense reports, composing and preparing correspondence that is sometimes confidential; arrange complex and detailed travel plans, itineraries and agendas, and compile documents for travel-related meetings.
- Plan, coordinate and ensure the CEO's schedule is followed and respected
- Communicate directly and on behalf of the CEO with the Board Members on matters related to CEO's programmatic initiatives
- Research, prioritize and follow up on incoming issues and concerns addressed to the CEO including those of a sensitive or confidential nature.
- Provide a bridge for smooth communication between the CEO's office and internal departments, demonstrate leadership to maintain credibility, trust and support with Executive Management
- Prioritize conflicting needs, handle matter expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Serve as the Board's administrative liaison to different sub-committees in the absence of the Committee Coordinator
- Assist Board Members with information as needed
- Maintain discretion and confidentiality in relationships with all board members
- Assist in coordinating the agenda of the Executive Team meetings and off-sites, and all staff meetings
- Facilitate cross-divisional coordination of strategic breakaways / seminars
- Ensure that the CEO's bio is kept updated and respond to requests for materials regarding the Board and the Organization in General
- Follow up on contacts made by the CEO and support the cultivation of ongoing relationships
- Edit all, and create acknowledgement letters from other Municipal Entities to the City of Johannesburg

**For further information relating to Job Description and Specification, interested applicants can contact:**

**Contact Person:** Gugulethu Zwane  
**Tel No:** (010) 980 0958

**A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:**

**E-Mail:** [Hr@mtc.joburg.org.za](mailto:Hr@mtc.joburg.org.za)

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**PUBLICATION DATE:** 19 NOVEMBER 2018

**CLOSING DATE:** 30 NOVEMBER 2018

**VACANCY CIRCULAR: MTC RECRUITMENT 011/2018**

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