

ESWATINI POSTS AND TELECOMMUNICATIONS CORPORATION

MD's OFFICE INTERNAL VACANCY

EPTC VALUES

Respect,
Innovation,
Integrity,
Collaboration
and
Agility

CORPORATE SERVICES DIVISION

5th Floor, Phutfumani
Building
Mahlokohla Street
P.O. Box 125
Mbabane, H100,
Swaziland

Phone: 2405 2104
Fax: 2405 2025
Email:
recruitment@sptc.co.sz



MD's PERSONAL ASSISTANT (C5)

Reporting to the Managing Director, the key responsibilities will include, inter alia:

- To manage the Managing Director daily schedule, meetings and electronic diary
- To answer calls and handle queries on behalf of the Managing Director
- To respond to internal and external correspondences on behalf of the Managing Director
- To monitor and control access to the Managing Director's office
- To compile and consolidate reports and Board papers on behalf of the Managing Director
- To provide administrative support to the Managing Director
- To supervise and appraise the Executive Assistant
- To coordinate the MD's Office meetings with internal and external stakeholders and record proceedings

You must possess the following attributes;

- A Bachelor's degree in Business Administration or equivalent
- A minimum of 3 years experience as an Executive Personal Assistant
- Knowledge of the ICT industry will be an added advantage

Key Competences include but are not limited to;

- Proactiveness and Assertive
- Results driven
- Excellent communication and interpersonal skills
- Computer literacy
- Attention to detail
- Integrity and Confidentiality
- Excellent Writing Skills

Prospective Candidates are advised as follows:

The recruitment of the position will run both internally and externally.

Closing date: 29th September 2021