CALL FOR APPLICATIONS

DEPARTMENTAL ADMINISTRATOR /PERSONAL ASSISTANT
GROUP MARKETING AND COMMUNICATIONS FOR GAUTENG GROWTH AND DEVELOPMENT AGENCY (GGDA)

PERMANENT WITH THREE MONTHS' PROBATION, PATERSON GRADE GGDA C3, SALARY R310 513.00 TOTAL COST OF EMPLOYMENT PER ANNUM

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Department of Economic Development. The GGDA has the mandate to lead, facilitate and manage sustainable job creation and inclusive economic growth and development in the Gauteng City Region through:

- Enabling economic development that is focused on creating sustainable jobs by facilitating delivery of key national and provincial programmes of action.
- Strategically positioning the province into a globally competitive city region.
- Facilitating partnerships and creating linkages across the province to maximize service delivery outcomes.
- Supporting the development of Key Sectors of the economy in line with the economic development and industrial strategies of the province by carrying out:

    - Business enablement
    - Establishment of capital projects
    - Land development
    - Trade and investment promotion

The primary purpose for this position is to perform a diverse range of administrative and organizational duties that facilitate the Executive's ability to effectively lead the organisation, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with both internal staff and external parties.

The successful incumbent will be reporting to: Group Executive Marketing and Communications and will be expected to execute the following tasks:

Executive Support

- Provide comprehensive administrative support to senior executives, managing their calendars, appointments, and travel arrangements.
- Function as a liaison between executives and internal/external stakeholders, ensuring effective communication.
- Support in the overseeing of day-to-day office operations, ensuring a well-maintained and organized work environment.

Stakeholder and Vendor Coordination

- Act as the primary point of contact between internal teams, vendors, suppliers, and legal/procurement partners.
- Facilitate signoffs, variations and briefing sessions for vendors.
- Monitor contract values, invoicing milestones, and budget compliance in collaboration with finance teams.
- Track vendor or contractor performance against agreed Service Level Agreements (SLAs).

Document Management

- Oversee the end-to-end contract lifecycle, including drafting, reviewing, tracking milestones, and archiving digital/physical records.
- Maintain accurate databases and logs for active contracts, renewal dates, and expiration warnings.
- Draft and edit correspondence, reports, presentations, and other documents on behalf of senior executives.
- Ensure the accuracy and quality of all written materials.
- Maintain organized electronic and physical filing systems for efficient document retrieval.
- Assist in drafting and editing documents, reports, and presentations as needed.
- Prepare meeting agendas, materials, and follow-up documentation.

Stakeholder Relationship Management

- Respond to inquiries and provide information to internal and external stakeholders.
- Function as a liaison between different departments, fostering effective communication and collaboration.
- Maintain external relationships with service providers and suppliers, stakeholders, shareholders, and relevant provincial and national departments.

Good Corporate Governance, Risk & Compliance

- Provide input in the development of internal control policies, processes and procedures in line with any relevant legislation and best practices.
- Ensure that all operational activities of the department are conducted in accordance with the PFMA, relevant regulations, the GGDA's Code of Business Conduct and Ethics, sound business practices, and the other policies and practices approved by the Board.
- Support, coordination, and submission of department and sub-committee documents.
- Support the corporate administration and management of agreements from drafting and review to execution, compliance tracking, and closeout reports of events and communication campaigns
- Ensure all agreements adhere to internal company policies, industry standards, and local/legal regulatory frameworks

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- Identify contractual risks, discrepancies, or potential breaches early and escalate them to legal or management.

Organizational Effectiveness

- Provide administrative support to the department to ensure operational effectiveness and efficiency.
- Establish effective control and coordination mechanisms for the department.
- Support the planning and execution of GGDA events, workshops, and meetings.
- Coordinate logistics, including venue bookings, catering, and participant registration.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- **Education:** Higher Certificate or NQF Level 5 in Business Administration, Corporate Communications, Corporate Administration, or a closely related field.
- **Experience:** A minimum of 2 years of proven experience providing high-level administrative or executive support.
- **Technical Expertise:** Demonstrable expertise in contract administration, compliance tracking, and document lifecycle management.
- **Core Competencies:** Advanced proficiency in Microsoft Office Suite and AI tools e.g. Copilot or Gemini Pro

Applications should be submitted online: https://bit.ly/GGDAGroupRecruitment
Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

Preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the group

Only shortlisted candidates will be contacted. If you have not heard from us within three months of the closing date, please regard your application as having been unsuccessful.

Only queries can be forward to – **recruitment@ggda.co.za**

The closing date for applications is **06 November 2026**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you

applying for this position, you give The Group the consent to keep and or process your information as pe POPIA”