

CHIEF EXECUTIVE OFFICER DIVISON

POSITION DESCRIPTION		
POSITION: PERSONAL ASSISTANT	DEPARTMENT: N/A	ISSUE DATE: July 2017 Revised dates :

INCUMBENT	
DEPARTMENT	
LOCATION	
REPORTS TO	Chief Executive/GMs
DATE	
Reporting Positions: N/A	
Purpose: To manage and operate the affairs of the Office of Chief Executive including all required secretarial and administrative matters. To contribute towards the achievement of departmental and divisional goals and objectives.	
Accountabilities: <ol style="list-style-type: none">1. Ensure that adequate all administrative requirements of the Office are executed in an efficient and effective manner2. Ensure that a comprehensive filing and retrieval system is in place which enhances speed, accuracy and confidentiality of documents processing and retrieval3. Ensures customer satisfaction by exceeding expectations of customers in providing quality timely and precise response to customers' queries and requests.4. Maintains exceptional internal/external relations to ensure the integrity of the office is maintained.5. Compilation of reviews and reports for management and Board as required.6. Administer travel and accommodation arrangements for the Chief Executive Officer or GMs7. Administer and schedule appointments and meetings for the Chief Executive Officer or GMs8. Acts as an Administrative Officer to the Chief Executive Officer or GMs9. Acts as a Hostess for the Chief Executive Officer in courteous and efficient manner10. Maintain confidentiality of the requirements of the office of the Chief Executive or GMs.11. Adhering to HA policy; credit and legal and in line with relevant authorized operational procedures	

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Working Relationships:

Internal

Board, Management and Staff

External

Customers

External Agencies: All Stakeholders

Major Challenges:

- This position involves range of activities, demands high level of confidentiality, efficiency, presentation skills, time management skills and ability to communicate and interact with wide range of people at all levels.

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- Computer literacy
- Good interpersonal skills
- Good communication (written and verbal) skills
- Willingness to learn and adapt.
- Highly motivated
- Rational thinking
- Problem Solving
- Team oriented
- Expertise , Judgment, Diplomacy
- Understanding Housing Authority's strategies, policies, procedures and operational guides
- Mature and ability to maintain confidentiality in all matters handled at the CEO's office
- 3-5 years of relevant experience
- Diploma in Business Administration/Secretarial or relevant qualification
- Knowledge of Performance Appraisals and Budgeting.

Salary Range: \$19,478 - \$29,218 Band: 3

POSITION HOLDER: DATE: _____

GENERAL MANAGER: DATE: _____

CHIEF EXECUTIVE OFFICER: DATE: _____