

Job Title:	Managing Executive Assistant	Job Category:	Senior Executive Professional
Division:	Office of the CEO	Reports to:	SAIA CEO & Executive team on projects
Key Internal Relations:	SAIA Executive Management SAIA Management and staff	Key External Relations:	SAIA Stakeholders – Members of SAIA National Treasury Nedlac All Government Departments related to projects FSCA SAICB OSTI IISA INSETA

Job Description:#125675

Job Purpose

The position is responsible for carrying out key strategic projects and other duties as delegated by the CEO and Executive Management Team of the organisation. This includes strategic input into, creation, management and implementation of the SAIA Executive Strategy, managing key stakeholder relations and promoting the image and reputation of the industry.

Primary Duties and Responsibilities

- Assist the CEO and Executive team with key strategic projects and other management duties
- Run with projects assigned by the Executive team
- Reports on projects and writes reports for SAIA CEO, SAIA Board and Board Committees
- Oversees administration of the Executive Team activities together with the CEO
- Plan and participates at relevant stakeholder visits
- Represents the CEO and General Managers at meetings, forums and functions
- Together with the COO develops budget (CEO office) and monitors Executive expenditure

- Advocates policy development and implementation on behalf of industry
- Identify opportunities to build the SAIA and short-term insurance industry brand with new, emerging and existing stakeholders
- Form integral business relationships that directly impact the success of projects more especially with key stakeholders in the industry
- Support SAIA's other key strategic areas in relation to their respective performance objectives and stakeholder engagements

Performance Standards

Together with the above the successful candidate will be required to sign a more detailed performance agreement upon commencing employment as well as the SAIA internal code of conduct and any other related policies governing the SAIA.

Education, skills and experience

- Relevant Degree
- 15 years' experience in insurance industry (short-term)
- 5 years Senior Management experience
- Experience in managing stakeholders
- Must have the ability to engage and influence (critical), strong negotiator
- Report writing skills (critical)
- Excellent communications skills, more especially a command of the English Language both written and verbal
- Positive attitude, cooperative and respectful
- Public speaking (critical)
- Presentation skills
- Time Management
- Computer Literacy (Word, Excel, Outlook, PowerPoint, MS Project, Ms Access)
- Excellent People/Interpersonal skills
- Excellent organisational and planning skills
- Must be flexible and able to work under pressure
- Information gathering and monitoring skills
- Problem analysis and problem solving skills
- Judgment and decision-making ability
- Takes initiative
- Maintains strict confidentiality
- Attention to detail and accuracy

Accepted by:		Date:	
	Employee		
Approved by:		Date:	
	Department Manager		
Last updated:		Date:	
	HR Manager		