



Germiston Phase II Housing Company(PTY) Ltd.

Known as **Ekurhuleni** Housing Company
(2000/007937/07)
("the company")

Chris Hani Village, Cnr Victoria Street & Linton Jones Street, Germiston
Tel: 010 101 4675 | Email: Info@ehco.org.za | Website: www.ehco.org.za

INTERNAL/EXTERNAL ADVERTISEMENT EXECUTIVE

SECRETARY CFO'S OFFICE

PERMANENT

SALARY R 540 000 TCTC Per annum

The purpose of the position is to provide professional secretarial, administrative and coordination support to the CFO, ensuring the effective and smooth functioning of the CFO's office, including diary and correspondence management, meetings and committee coordination, records management, and document coordination.

Minimum Requirement	Responsibilities
• A National Diploma (NQF Level 6) in Business Administration or Business Management or Office Administration. • At least 2 years experience as a Personal Assistant or Executive Assistant to an Executive or Senior Manager. • Strong proficiency in Microsoft Office Suite (PowerPoint, Excel and Word), SharePoint • Proven administration and minutes-taking experience • Exceptional verbal and written communication skills, to enable professional interaction with a wide range of internal and external stakeholders • A strong track record of meeting deadlines consistently and ability to work under pressure • Ability to deal with sensitive issues discretely and to handle confidential information • Ability to work in a team environment and be highly driven, flexible, positive, proactive and energetic • Excellent attention to detail, with the ability to maintain a high level of accuracy • Open to working extra hours and outside the regular working hours • Ability to thrive in a fast-paced environment is essential	• Provide secretarial and administrative support, including managing the CFO's diary, coordinating meetings and correspondence, and ensuring that matters of an urgent nature are given priority • Provide secretarial support to all CFO meetings and Bid Committees (Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) (where required), including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments • Writing and distributing comprehensive • Screen all incoming calls, take messages, and handle or appropriately route any queries that may arise • Maintain and monitor an effective records management system for the CFO office. • Coordinate travel for the CFO, including preparing travel schedules, travel arrangements, flight reservations, hotel accommodation, car rentals, providing directions, etc., to facilitate hassle-free travel • Facilitate and coordinate events/ sessions in the Finance and Supply Chain Management (SCM) units • Assist with aligning monthly and quarterly reports submitted to the CFO's office • Ensure that the monthly reports are submitted within the agreed-upon

Non-Executive Directors: L Mtshede (Chairperson); T. Hangana; F. Dikgale; D. Hlawula

Executive Directors: Z. Nkama (CEO), S. Mjwara (CFO)

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	timeframes and that evidence is filed on SharePoint • Coordinate the submission of Finance and Supply Chain Management reports to the CFO's office and submission to the relevant stakeholders • Consolidate and manage leave plans for the Finance and Supply Chain Management teams • Provide regular updates and feedback to stakeholders as required • Any other duties as may reasonably be assigned by the CFO
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Kindly note by submitting your application for the vacancy, you acknowledge that Ekurhuleni Housing Company may process your personal information in terms of the Protection of Personal Information Act no 4 of 2013 ("POPIA").

EHC is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Demographic Targets to promote its representivity (race, gender, and disability).

Interested persons who meet the above requirements should send their applications to the Ekurhuleni Housing Company to: recruitment@ehco.org.za, for attention: **EM:Corporate Services: Ms. Phindile Luswazi.**

The closing date is 21 August 2026

Correspondence will only be limited to shortlisted candidates, and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful.

EHC reserves the right not to make an appointment

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