



WE ARE HIRING:

PERSONAL ASSISTANT TO THE PRINCIPAL EXECUTIVE OFFICER

Reference: PSSPF – PA-2026

Location	Menlyn, Pretoria
Employment Type	Permanent
Salary	Market Related
Industry	Retirement Fund / Financial Services

ABOUT OUR CLIENT:

Our client is Retirement Fund based in Menlyn, Pretoria. The Fund is committed to sound governance, regulatory compliance and service excellence, and is seeking to appoint a suitably qualified and experienced professional to join the team.

PURPOSE FOR THE ROLE:

To provide comprehensive administrative, organisational, and communication support to the Principal Executive Officer and Executive Management Team by managing schedules, coordinating stakeholder communication, preparing key documents, and overseeing logistics, ensuring the efficient operation and strategic effectiveness of the Office of the Principal Executive Officer.

COMPETENCIES REQUIRED:

- **Office Administration and Executive Support:** Manages administrative tasks, executive support, diary management and office etiquette.
- **Document and Records Management:** Maintains organised filing systems, document control, version management and record retrieval.
- **Meeting and Event Coordination:** Coordinates meetings, workshops, training events and stakeholder requirements.
- **Communication:** Communicates professionally with executives, teams, vendors, and external stakeholders through effective written and verbal communication.
- **Governance and Confidentiality:** Handles sensitive information and follows governance protocols.

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.



- **Executive Administration:** Manages high volume administrative, prepares documents, drafts correspondence and maintains organised systems.
- **Time and Diary Management:** Prioritises tasks, manages executive calendars, schedules meetings, and meets deadlines.
- **Information Management and Reporting:** Creates, formats, reviews, and maintains reports, presentations, and other business documents.
- **Problem Solving and Prioritisation:** Addresses conflicts, resolves scheduling issues and removes blockers proactively

DUTIES:

- **Executive Administrative Support:** Provides administrative support, prepares documents and presentations, maintains filing systems, and handles confidential information professionally.
- **Governance and Executive Office Support:** Assist with executive and board documentation. maintains registers and action trackers, and supports compliance documentation
- **Diary, Meeting and Travel Management:** Schedules meetings and appointments, manages travel arrangement and ensures meeting logistics and materials are prepared.
- **Stakeholder Communication:** Acts as a liaison between executives and stakeholders, facilitates communication, and handles queries appropriately.
- **Training and Event Coordination:** Assists with organising workshops, training sessions, and other events for staff and stakeholders.
- **Information Handling:** Handles sensitive compliance information with discretion and professionalism. Safeguard confidential documents in line with Organisational policies.

REQUIREMENTS:

- A Matric, NQF Level 5 or 6 qualification in Office Administration
- Certificate in Business Management/Administration
- 3-5 years Personal Assistant or Executive Assistant
- Experience in a Regulated environment will be an advantage

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For applications and enquiries:

Please submit your CV, letter of motivation together with certified copies of ID and Qualifications to faith@lenohlahla.co.za. Please state the name of the position you are applying for in the subject line of your email.

Should you not receive a response within four weeks of the closing date, please consider your application unsuccessful.

Closing date: 10 August 2026

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