



Job Description

Administrative Assistant

2/4/2026

Job Title:	Administrative Assistant	
Contract Type	Temporary	
Business Unit:	Office of the CEO	
Reporting Line:	Senior Officer - Committee Officer	
Direct Reports:	None	
Relationships:	Internal	<ul style="list-style-type: none"> • EXCO • Senior Officer - Committee Officer • Coordinators • Company Secretary • All Employees
	External	<ul style="list-style-type: none"> • Service Providers • Government Departments • State Owned Entities • Stakeholders and other role players
Main Purpose of Job:	To provide support to the Senior Officer - Executive Committee to carry out general administrative duties related to the HDA's governance.	
Key Responsibility Area	Key Activities	
Diary Management	<ul style="list-style-type: none"> • Monitoring and booking meetings for the office of the CEO and all other meetings • Assist in Coordinating EXCO and CEO-led Committees in line with approved TORs and governance frameworks • Scheduling time in diaries for tasks of importance and any other activities 	
Meetings Management	<ul style="list-style-type: none"> • Sourcing and booking venues, meeting rooms and refreshments for attendees. Ensure dietary requirements are accommodated • Ensure required support tools are set up and working in the venues (e.g. data projectors, white board, flip chart and pens etc) • Assist in drafting, receiving approval and distribution of agendas, meeting documentation and minutes of meetings. • Providing general meeting support as required. 	
General Administration and Support	<ul style="list-style-type: none"> • Provide support for projects and other work initiated by the CEO, HDA Executive Committee and the Senior Officer – Executive Committee. • Electronically and manually update Committee files and records, insert attendance registers, notifications, correspondence, and minutes in accordance with established referencing sequences. • Liaise with Heads of Departments, key staff, external committee members, etc, to ensure that actions agreed at meetings have been carried out. • Assist with the coordination of meetings requirements such as meeting venues, IT infrastructures, refreshments, etc. • Assist with processing and monitoring of invoices, travel claims and expense claims for payment. • Coordination of reports to be submitted to the Board and Sub-Committees for all meetings and preparing over pages to be approved by the CEO. • Manage and coordinate travel requirements for the Office and EXCO members in consultation with EXCO Coordinators and to ensure that travel is aligned with approved travel policies and National treasury guidelines. 	
Document Management	<ul style="list-style-type: none"> • Ensure secure, compliant, and auditable record-keeping of executive and governance documentation • Conduct quality assurance of submissions and reports presented to the executive and Board structures • Uphold confidentiality, ethical conduct, and information integrity in all governance processes • Oversee and manage the Office of the CEO document and management (IMIS) system. • Monitor and update stored information and data. • Maintain database of service providers, clients and other key stakeholders on programme and projects. • Support the department in quality management systems implementation and management. • Ensure effective and efficient document movement and tracking for approvals between departments. 	

Financial Planning and Management	<ul style="list-style-type: none"> • Assist with monitoring departmental spending of ongoing projects against the budget. • Assist with management of the department procurement and related requirements. • Manage the submission of invoices to finance department and ensure invoices are paid on time. • Ensure compliance and adherence to HDA procurement processes both internally and externally.
Qualifications & Experience	<ul style="list-style-type: none"> • Diploma in Business Administration/Public Administration • 3 years' experience in Administration. • Computer Literate • Excellent verbal and written communication skills • Highly organized and able to prioritise. • Mature person that can multitask • Interpersonal Skills

Remuneration Package: RR19 500 per month (all-inclusive package)

Contract Duration: Six (6) months

Closing date for applications is 11 February 2026.

To submit your application, please send an email HDAREcruitCEO@thehda.co.za.

When submitting your application for a position, please adhere to the following: CVs received after the closing date will NOT be considered. The Job Title and Reference number for the relevant position must appear in the subject line of your application. The CV must be in PDF format. Copies of all qualifications must be provided. Copy of identity document must be provided. Two contactable references must be provided.

Kindly take note if you have not been contacted within twenty-one (21) working days of the closing date; please consider your application unsuccessful. Should you not comply with the above requirements your application will NOT be considered. Conditions of service: The HDA is an equal opportunity employer, Appointments will be made in accordance with the HDA Employment Equity policy. South African citizens from ethnic groups listed as Africans, White, Indian and Coloured populations are all encouraged to apply for job opportunities in the HDA .

The HDA reserves the right not to make an appointment. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only. The HDA operates in accordance with the Protection of Personal Information Act 3 of 2013 ("POPI Act"), and by submitting your personal information to the HDA (by way of application and/or providing any other documentation as may be required during the recruitment process), you agree that the HDA may utilise and process your personal information in accordance with the POPI Act.