



NKOMAZI SEZ

TREASURE OF OPPORTUNITIES

An Entity of the Department of Economic Development and Tourism

EXTERNAL ADVERTISEMENT

The Nkomazi Special Economic Zone (NSEZ) Entity was established by the Department of Trade Investment in conjunction with the Provincial Department of Economic Development and Tourism in terms of the SEZ Act, Act No.16 of 2014 read in conjunction with the SEZ regulations, 2018, to focus mainly on Agro processing supported by Logistics services activities. The NSEZ Entity will be implemented in Mpumalanga Province, in the Nkomazi Local Municipality.

5. PERSONAL ASSISTANT TO THE CEO

Reference Number	NSEZ/PA/05/2025
Type of employment	PERMANENT
Purpose	<ul style="list-style-type: none"> Provide comprehensive administrative, logistical, technical and personal assistance services to the Chief Executive Officer and ensure the smooth running of the CEO's office on a day-to-day basis.
Required minimum qualification	<ul style="list-style-type: none"> Bachelor's degree in Business Administration, Management, or related field or equivalent.
SALARY	Market Related
Required minimum work experience	<ul style="list-style-type: none"> A minimum of 5+ years of experience in executive support, operations management, or a similar role within a fast-growing, high-performance environment. Demonstrated success working directly with C-suite executives (senior leadership team of the company, responsible for overall strategy, vision, and direction), particularly in settings demanding rapid decision-making and agility.

	<ul style="list-style-type: none"> • Advanced proficiency with remote work tools, digital calendars, communication platforms, and project management software. • Excellent written and verbal communication skills in English. • Proven ability to develop and implement robust operational systems that drive efficiency and accountability.
Key Performance Areas	<ul style="list-style-type: none"> • Provide administrative support to the Chief Executive Officer, including managing calendars, scheduling meetings, and handling correspondence. • Prepare and organize materials for meetings, presentations, board meetings and other ad hoc events. • Coordinate travel arrangements, including booking flights, hotels, and transportation. • Conduct research and compile data for reports, presentations, and projects. • Assist in tracking and managing budgets, expenses, and invoices. • Manage fleet, usage and petrol cards. • Maintain and update contact lists, databases, and files. • Coordinate and oversee special projects and events as assigned by the Chief Executive Officer . • Liaise with internal and external stakeholders, including senior management, clients, and service providers. • Handle confidential and sensitive information with discretion and professionalism. • Company cell phones administration • Managing the day-to-day activities of office team (driver/storeman and general worker), leave, discipline etc. • Managing the maintenance of the office, building and garden • Perform other duties as assigned by the Chief Executive Officer.
Competencies Required	Reporting to the CEO, the Personal Assistant will be responsible for providing high-level administrative support to the CEO. The ideal candidate will have strong organizational and communication skills,

	<p>along with a proactive approach to problem-solving and the ability to work in a fast-paced environment..</p> <p>The preferable candidate should display the following competencies at an advanced level:</p> <ul style="list-style-type: none"> • Proven experience working as an executive assistant or professional assistant in a fast-paced environment. • Excellent communication and interpersonal skills. • Strong organizational and time management skills. • Proficiency in Microsoft Office Suite and other office productivity tools. • Ability to multitask and prioritize tasks effectively. • Detail-oriented with a high level of accuracy. • Ability to maintain confidentiality and exercise good judgment. • Knowledge of the food manufacturing industry in South Africa is preferred but not required. • Ability to work independently. • Flexibility to adapt to changing priorities and deadlines. • Ability to be resourceful and proactively resolve issues as they arise. • Ability to work under pressure. • Strong sense of Customer Focus will be required
Expectations	<ul style="list-style-type: none"> • The successful candidate will enter into a Performance Agreement • The successful candidate will be subjected to vetting and screening.

SUBMISSION OF APPLICATIONS:

*Interested candidates should submit an application stating reference number, a detailed CV, and copies of qualifications and identity document addressed to: **The Chief Executive Officer: Nkomazi Special Economic Zone (NSEZ) Entity**, and hand delivered to DEDT Ehlanzeni District Office, 45 Samora Machel Drive, Mbombela Square, Mbombela, 1200. For enquiries please contact Mr D. Ndwandwe on 082 784 2310 e-mail address: hr@nkomazisez.gov.za or dndwandwe@mpg.gov.za*

REMUNERATION

The Nkomazi SEZ Entity offers competitive remuneration and benefits package that may be negotiable based on qualification, experience, and evidence of the current remuneration package of the successful candidate

Enquiries: Mr. Douglas Ndwandwe, 082 784 2310

Closing date for applications: 08 August 2025 @ 16h00. No late application will be considered

Equity Statement: Preference will be given to suitably qualified applicants who will assist the Nkomazi SEZ Entity to be representative of the demographics Do the province. Applicants who have not been contacted within response within thirty (30) days from the closing date, please consider your application as being unsuccessful.