IKAMVA LABANTWANA BETHU

Supporting learning, opportunity and child wellbeing

Personal Assistant to Executive Director

LOCATION Central Team | **PROGRAMME / FUNCTION** Executive Support and Administration

About Ikamva Labantwana Bethu

Ikamva Labantwana Bethu is a community-based non-profit organization operating in the Western Cape (Crossroads and Nyanga) and Eastern Cape (Paterson and Tarkastad). The organization is committed to transforming communities affected by poverty, crime, and social challenges into safe, thriving, and sustainable environments.

At the heart of its work is a commitment to improving the lives of children and young people through access to quality education, skills development, foster care support, and employment creation initiatives. Ikamva Labantwana Bethu empowers children to reach their full potential while equipping out-of-school youth with practical life skills, vocational competencies, and opportunities for economic participation.

Position purpose

Provide discreet, proactive and organised executive support to strengthen the Executive Director's daily effectiveness and organisational coordination.

Role context

The PA provides high-trust support to the Executive Director and acts as a coordination point for actions flowing between governance, donors, operational managers and external stakeholders. This requires judgement, discretion and effective follow-through rather than diary management alone.

Key responsibilities

Programme and day-to-day delivery

- Manage the Executive Director's diary, appointments, deadlines, correspondence and meeting priorities.
- Prepare meeting agendas, briefing notes, presentations, minutes and clear action-tracking records.
- Coordinate travel, transport bookings, accommodation and logistics for executive and approved organisational engagements.
- Maintain orderly, confidential electronic and physical records for executive, governance and partner matters.
- Screen and route enquiries professionally and follow up on delegated actions across teams.

Coordination, safety and service quality

- Assist with preparation of documents for donor meetings, board sessions, events and site visits.
- Provide basic administrative support for approved expense claims, invoices, procurement requests and contact lists.
- Coordinate appropriate social media and public communication logistics under authorised content and approval processes.
- Support project coordination and executive follow-through without taking over professional or managerial decision rights.

Executive coordination, professional communications and follow-through

- Maintain an executive priority and deadline register, identifying conflicts and unresolved actions before they become urgent.
- Prepare accurate agendas, board or management meeting packs, minutes, decision logs and clear action-owner follow-ups.
- Coordinate domestic travel, event invitations, meeting logistics and itinerary packs, including relevant safety and approval requirements.
- Draft professional correspondence, acknowledgements and briefing summaries for executive review and authorised release.
- Support approved social media and external communication schedules while ensuring sensitive programme information is not published without consent and approval.
- Organise executive expenses, supplier paperwork and routine finance documentation without bypassing authorised payment controls.

- Maintain confidential directories, filing conventions and access-restricted governance and donor documents.
- Track progress on delegated cross-team tasks and communicate respectfully when further input or decision is required.

Expected results and service standards

- The Executive Director has reliable scheduling, meeting preparation and action tracking.
- Executive documents and correspondence are accurate, professional and confidential.
- Delegated actions are followed through without undermining management accountability.

Minimum requirements and experience

- Matric; diploma or certificate in Office Administration, Business Administration or Secretarial Studies is advantageous.
- At least two years of executive, administrative or personal assistant experience is preferred.
- Excellent written communication, calendar management, minutes and document preparation skills.
- Strong proficiency in Outlook or similar tools, Word, Excel and presentation software.
- Demonstrable discretion, initiative, organisational judgement and professional interpersonal skills.
- Ability to maintain executive action trackers, handle competing deadlines and follow up tactfully across senior teams.
- Experience coordinating travel, events and multiple executive priorities is advantageous.

Core competencies

Confidentiality; executive presence; prioritisation; initiative; accurate follow-up; calm coordination.

Working relationships

Works directly with the Executive Director and engages Board contacts, senior staff, partners and service providers within delegated authority.

Safeguarding, confidentiality and professional conduct

All personnel must protect the dignity, privacy and rights of children and young people; maintain appropriate professional boundaries; follow ILB's safeguarding, incident-reporting and confidentiality processes; and complete suitability checks applicable to their duties. Concerns about abuse, neglect or exploitation must be referred promptly through authorised channels, not investigated informally by unqualified staff.

How to apply

- Interested candidates are invited to apply by submitting a comprehensive CV and a motivation letter via email to ikamvajobs@ikamvalabantwana.org
- Applications must be received no later than 11 December 2026 at 12:00 PM. Late applications will not be considered.
- Only shortlisted candidates will be contacted. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful.