

EXECUTIVE ASSISTANT

Job Vacancy

Closing date: Sunday, 25 May 2025
Location: Johannesburg, South Africa
Type: 3 year
Working hours: Full-time
Reports to: Executive Director
To apply: Complete the form [here](#).

Queries can be sent to applications@iej.org.za, but no applications will be accepted by email or replied to.

ABOUT THE INSTITUTE FOR ECONOMIC JUSTICE

The Institute for Economic Justice (IEJ) is a progressive economic policy think tank committed to advancing economic justice, systemic change, and the equitable distribution of resources to ensure rights realisation and planetary wellbeing.

ABOUT THE ROLE

The IEJ is seeking an exceptional, seasoned Executive Assistant to provide comprehensive support to the Executive Director (ED) and the Leadership Team (LT). This role is crucial in maintaining efficient and streamlined communication with both internal and external stakeholders and contributing to a more productive and collaborative work environment. The role requires a mature, highly-organised, proactive, self-sufficient problem solver who can manage upwards.

ABOUT YOU

The role requires someone with the following personal attributes:

- Political and social awareness or consciousness.
- Interested in and passionate about the missions of IEJ.
- Accountable and responsible.
- A hard worker who pays attention to detail.
- Ability to make sound decisions.
- Empathy and high level of emotional intelligence.
- Flexibility and ability to work under pressure.
- Good organiser and coordinator
- Interpersonal and communication skills.

MAIN RESPONSIBILITIES

Provide executive and administrative support to the Executive Director and the Leadership Team

- Efficiently manage and maintain the ED's schedule, ensuring effective time management.

- Arrange travel itineraries, accommodations, and logistics, ensuring cost-effective and seamless travel planning.
- Organise documents, presentations, and reports for meetings and external submissions.
- Manage and prioritise incoming correspondence, including emails and calls.
- Provide general administrative assistance to the ED and LT for all non-programmatic related activities.
- Handle sensitive and confidential information with discretion and professionalism.

Provide administrative support for all LT, governance and organisational development activities

- Coordinate and provide proactive administrative support for all organisational development events and staff convenings.
- Support the LT, governance, and organisational development functions with all tasks related to procurement and service providers management.
- Provide financial administrative support for LT, governance and organisational development functions, including but not limited to tracking budgets, initiating payments, financial reconciliations, and reallocations etc.
- Provide support to LT on all regulatory compliance, submissions and requirements.
- Provide administrative support for all organisational fundraising activities and initiatives.

Provide secretarial and administrative support for the Board and all Board Subcommittees

- Ensure all planned meetings are communicated to the Board members and are confirmed and diarised on time.
- Collate and distribute meeting documents, including agendas, prior meeting minutes, reports, and presentations in a timely manner.
- Serve as the liaison between the ED, board members, and other governance stakeholders.
- Keep track of action items from the Board and subcommittees meetings and ensure that resolutions and key decisions are actioned in a timely manner.
- Maintain the filing system for all Board-related documents and resolutions.
- Ensure that governance changes approved by the Board are communicated and submitted to all relevant regulatory bodies/authorities.

Strategic and project support

- Assist in the execution of strategic projects as assigned by the ED and/or LT.
- Conduct data collection and compile reports to support executive decision-making.
- Support ED and/or LT in managing ad hoc projects, ensuring timely execution and quality delivery.
- Organise stakeholder engagements, networking events, and official functions for the ED.

Managing upwards

- Act as the primary point of contact between the ED and other parties.
- Screen and prioritise incoming communications and requests.
- Proactively identify and resolve potential issues before they escalate.
- Make independent decisions and exercise sound judgment.
- Work autonomously, with minimal supervision, and manage multiple priorities effectively.
- Anticipate the ED's needs and provide proactive support.
- Organise and maintain files, records, and confidential information.
- Assist in managing priorities and deadlines

SKILLS AND EXPERIENCE

Required qualifications, experience and skills include:

- Minimum bachelor's degree in business administration or related field.
- 10 - 15 years work experience, at least 5 of which must be in an Executive Assistant position or similar.
- Highly organised, detail-oriented, and able to multitask effectively.
- Strong communication skills to coordinate with different teams and stakeholders.
- Ability to take initiative and ensure follow-through on critical tasks.
- Able to maintain confidentiality, tact and professionalism at all times.
- Civil society experience and commitment to economic justice, human rights.
- Self-motivated, able to work independently and as part of a multidisciplinary team.

CONTRACT

3-year full-time contract

SALARY (TCTC)

Annual salary range: R498 001 - R664 001

LOCATION

The position is based in Braamfontein, Johannesburg. The IEJ currently operates on a hybrid work model where all staff are expected to be in the office on Tuesdays and Thursdays. This may change in future.

The IEJ is committed to gender and racial equity and transformation and will consider this when reviewing applications.

www.iej.org.za

